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ABSTRACT

Texas State Library's 1996 to 1999 long range plan for library development provides for the establishment and expansion of programs needed to carry out the objectives of the Library Services and Construction Act (LSCA) and the Library Systems Act (LSA). The first three chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided, the goals and objectives for improving library services in the coming years are set forth, need for those services is established, and cost estimates are given to raise current levels of service to standards. Five major goals are examined: (1) improve library service and increase library resources through financial support; (2) make material and information more easily available to patrons by encouraging libraries to share resources; (3) extend library service into unserved areas; (4) provide needed training and information for librarians and those in positions of responsibility; and (5) enhance services to persons with special needs. Goals, standards, need indicators, objectives, and tasks are outlined for LSCA projects in 17 areas of service. The 10 appendices provide more detailed information about the Library Development Program. Examples of these include an "Automation and Resource Sharing Plan," "Library Automation Standards and Guidelines," and "General Guidelines for Reciprocal Borrowing." Contains seven references. (Author/MAS)

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ED 386 197

LONG RANGE PLAN for STATEWIDE LIBRARY DEVELOPMENT in TEXAS

TEXAS STATE LIBRARY
LIBRARY DEVELOPMENT DIVISION
AUSTIN, TEXAS

July 1995

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TABLE OF CONTENTS

Preface v
Summary vii

I. INTRODUCTION

Purpose of Plan 1- 1
Development of Plan 1- 2
Mission and Goals 1- 3

II. LIBRARY DEVELOPMENT IN TEXAS

Texas and Texas libraries 2- 1
Texas State Library 2-10

III. LSCA PROJECTS

Title I.1 - Public Library Services to Areas Without Services 3- 1
Title I.2 - Public Library Services to Areas with Inadequate Services 3- 3
Title I.3 - Services to the Disadvantaged 3-17
Title I.4 - Physically Handicapped 3-19
Title I.5 - State Institutional Library Services 3-21
Title I.7 - Major Urban Resource Libraries 3-23
Title I.9 - Limited English-Speaking Proficiency 3-25
Title I.10 - Services to the Elderly 3-27
Title I.11 - Community Information Referral Centers 3-29
Title I.12 - Literacy Programs 3-31
Title I.13 - Services for People with Disabilities 3-33
Title I.14 - Intergenerational Library Programs 3-35
Title I.15 - Child Care Center Library Programs 3-37
Title I.18 - Administration 3-39
Title II.1 - Construction 3-43
Title II.2 - Technology Enhancement 3-47
Title III.2 - Establishing, Expanding and Operating Library Networks 3-49

V. APPENDICES

A - Automation and Resource Sharing Plan A-1
A1- Library Automation Standards and Guidelines A1-1
A2- Library Automation Standards, Updating Procedure A2-1
A3- General Guidelines for Reciprocal Borrowing A3-1
B - Evaluation and Criteria (guidelines, forms and reports) B-1
C - Dissemination of LSCA Information C-1
D - Coordination of LSCA Programs with Institutions of Higher Education and Public Schools D-1
E - Allocation of Title I Funds: policies and procedures E-1
F - Allocation of Title II Funds: policies and procedures F-1
G - Allocation of Title III Funds: policies and procedures G-1

031 4

PREFACE

The Long Range Plan for Statewide Library Development in Texas: 1996-1999 is the result of many hours of discussion and planning on the part of many individuals, including Texas State Library staff and librarians and lay persons throughout Texas. The first three chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided, the goals and objectives for improving library services in the coming years are set forth, need for those services is established, and cost estimates are given to raise current levels of service to standards. The appendices following Chapter 3 provide more detailed information about the Library Development program. These include an *Automation and Resource Sharing Plan* (Appendix A), *Library Automation Standards and Guidelines* (Appendix A1), and *General Guidelines for Reciprocal Borrowing* (Appendix A3).

The *Long Range Plan* goals and objectives are fully consistent with *the Requests for Legislative Appropriations for Fiscal Year 1996 and 1997* as submitted to the Governor's Office of Budget and Planning and the Legislative Budget Office by the Texas State Library and Archives Commission in August 1994.

The Library Development Division would appreciate receiving any questions, comments, or suggestions concerning the *Long Range Plan.*

SUMMARY

LONG-RANGE PLAN SUMMARY

INTRODUCTION

Under the Library Services and Construction Act (LSCA) and the Library Systems Act (LSA), this Agency has a responsibility to establish, extend, and improve library service in all areas of the state; to assist in providing literacy programs, intergenerational library programs, drug abuse programs, and programs for child-care centers and child-care providers; to establish, extend, and improve services to individuals who, by reason of residence, handicap, age, literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public; to create community information and referral centers; to ensure that endangered library resources are preserved; to apply the benefits of technology to library administration and services; to promote the construction, renovation, and technological enhancement of physical facilities; to consult, teach, plan, collect data and report on the condition of Texas public libraries; to encourage networking, cooperation, and resource sharing; to plan for library development, and administer statewide systems; and to strengthen the State Library.

The *Long Range Plan* provides for the orderly establishment and expansion of programs needed to carry out the above objectives. After approval by the Library Services and Construction Act Advisory Council, the plan will be further reviewed by the State Librarian before being sent to the State Library and Archives Commission, which by law oversees all of the programs of the Texas State Library.

Five major development goals have been identified for 1996-1999.

GOAL 1. Improve library service and increase library resources through financial support.

GOAL 2. Make material and information more easily available to patrons by encouraging libraries to share resources.

GOAL 3. Extend library service into unserved areas.

GOAL 4. Provide needed training and information for librarians and those in positions of responsibility.

GOAL 5. Enhance service to persons with special needs.

ROLE OF THE STATE LIBRARY

To help meet these goals, the State Library, through the Library Development Division, offers direct services and administers grant programs.

Direct services include providing consulting services, giving continuing education workshops, operating a library science collection, and encouraging reading through the Texas Reading Club.

Grants are awarded for a variety of programs:

Texas Library Systems. Grants are awarded to the 10 Major Resource Center libraries to purchase library materials and audiovisual equipment, train staff, loan films, offer consulting services, loan rotating and extension collections, assist with literacy programs, support technological development, and provide data processing services for public libraries within the region.

Texas State Library Communications Network. Grants go to the ten largest public libraries and to 30 college libraries to fill material requests submitted by public, academic, and special library patrons.

Public Library Construction. In years in which Congress appropriates funds for this purpose, grants are awarded to public libraries for new construction, expansion, renovation, and remodeling for disability access.

Major Urban Resource Libraries. Funds are granted to public libraries in cities over 100,000 population to assist them in serving persons outside of their tax-supporting area. Free services include reference and on-site use of the collection. Other services may be provided.

Establishment of Libraries. Counties without a public library may apply for assistance in establishing public library service.

State Institutional Support. State hospitals, schools, homes, and detention centers are awarded allotments of funds for the purchase of library material.

Special Projects. Funds are awarded to public libraries offering library services to expand services to all members of the library's community.

Multitype Library Cooperation. Funds are awarded to further cooperation and coordination among public, academic, school, and special libraries. Projects must include at least two types of libraries. This program is contingent on the level of state and federal funding.

SOURCE OF FUNDS

The Library Development Division uses both state and federal funds to carry out its mission. In SFY 1995, fifty-seven percent of the Division's $12,567,029 budget consists of federal funds. Of that amount, 0.73 percent is spent on indirect costs, 3.51 percent is spent on administration, 2.85 percent is spent on direct services, and the remaining 92.91 percent is spent on grant programs.

TEXAS COMPARED TO OTHER STATES

Texas libraries enter the mid-1990's much behind libraries in surrounding states and below national averages in important aspects of library service and support. Therefore, despite the growth in funding and services over the past decade, the need for library development in Texas continues to exist. Comparative data shows that in 1992 Texas public libraries spent $10.66 per capita, while libraries in

Oklahoma spent $12.72, libraries in Louisiana $13.13, and libraries in New Mexico $15.43 per capita. The national average was $18.73 per capita. Figures for state aid to public libraries tell a similar story. In 1991 Texas appropriated $.31 per capita, Oklahoma $.54, North Dakota $.75, South Carolina $.92, Mississippi $1.09, and Arkansas $1.14.

Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive system assistance. Population growth in urban areas has resulted in pressure for more facilities, staff, materials, and programs, while budget restraints greatly complicate the effort needed to meet rising expectations. The Texas Education Agency reports that as many as 2,000 public schools may still be without a library. Significant programs of cooperation among all types of libraries has only begun and is largely non-existent outside of major urban areas.

AUTOMATION AND RESOURCE SHARING PLAN

The Library Services and Construction Act requires each state to have a resource sharing plan. The topic of automation was added to reflect the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. The plan is composed of seven distinct concepts working together to form a statewide automation and resource sharing program. As part of the plan the State Library, in cooperation with the library community, has adopted standards for automation and resource sharing projects funded with state and federal funds, offers a matching grant program for public library groups seeking to purchase or link automated systems for the purpose of resource sharing, and administers an interlibrary cooperation grant program which emphasizes resource sharing. Grants for automation projects are contingent on the level of state and federal funding. The plan may be found in Appendix A.

FIVE MAJOR GOALS

This section looks at the five major goals in greater detail. Each goal is broken down into more easily identifiable segments, justification for each segment is given in the form of a "need indicator," and a cost estimate is provided. The goals, objectives, needs and tasks are discussed individually by the LSCA grant program priorities in Chapter 3 of the *Long Range Plan,* as requested by the U.S. Department of Education.

Need indicators identify library service areas which should be established or are below standard. In determining the extent of the need, we first establish a standard. The standard may be national (American Library Association), state (Texas Library Association) or where standards do not exist, they are administratively determined by the Library Development staff. Standards represent the best judgment of the library community and are intended to be practical, that is, within reach. Second, we analyze the current status of library service through the use of surveys, performance reports, and information gathered by other governmental agencies. Third, we compare the current status to the standard. The degree to which existing library service falls short of the standard represents "need". Fourth, cost estimates are determined by applying a current unit cost to the amount service falls short of standards. The resulting figure is a rough estimate of the additional funding needed to raise library service from the current level to established standards.

GOAL 1 Fund and support improved library services and increased library resources.

Under this goal the State Library will award grants to library systems for the purpose of increasing the number of persons served, for increasing library collection size and use, to answer a greater number of reference questions, and to inform the public of available library services. Major Urban Resource Libraries (MURL) will be partially compensated for the services they provide without charge to persons living outside of their tax-supporting area. Funds will also be awarded, when appropriated by Congress, for building new, or upgrading existing library physical facilities.

Administering state and federal funds and programs is the responsibility of Library Development Division. Strict accountability of programs and expenditures under this goal and all others is achieved by planning programs and budgets, by producing guidelines and rules for program administration, by overseeing the LSCA Grant application process, and by monitoring fiscal and program performance.

In FY1994 the State Library underwent an analysis of agency operations by the Sunset Advisory Commission staff to determine if the functions of the agency continue to be needed, if benefits could be gained through reorganization of the agency, and if existing statutes should be changed to improve the agency's programs and functions. The staff report recommended that the State Library continue for 12 years and be reviewed again in the year 2007; that the library's functions continue to be needed and are appropriately placed; that no reorganization is recommended; that the agency develop an index to state agency electronic publications; and that the State Library be authorized to use state grants to target local needs that cannot be met through current programs. Legislation has been introduced implementing the recommendations and authorizing the extension of Texas Library System membership to certain non-public libraries.

The State Library continues to evaluate the status of library development and services in Texas, identifying problems and opportunities, projecting needs, determining long-range goals, and identifying the administrative, statutory and funding changes needed to improve library service for all Texans.

NEED INDICATORS AND COSTS

Persons served. All Texans should be served by libraries which are full members of the Texas Library System. In SFY 1993, 258,201 patrons were served by non-system member libraries. At an estimated cost of $11.12 per patron served, $2,383,464 is needed for non-system member public libraries to reach the average level of support attained by system members.

Library materials. Five items (print and non-print material) per capita is the administrative standard set for collection resources. The state average is 3.17. To bring library resources up to standard 28,834,639 items should be purchased, which at an average cost of $20 per item will require $576,692,780.

Library use. Attendance at all system-sponsored audiovisual showings should total one per capita. Attendance in 1994 totalled 4,030,370, leaving a gap of 11,739,399. At the statewide average of $.30 per viewer, $3,521,820 is needed to bring attendance up to standard.

Extension collection circulations. Circulations from system extension, rotating, and circuit collections should total 1,000,000 annually. Circulations actually totalled 671,880 in SFY 1994, leaving a gap of 328,120. At an average cost of $.85 per circulation, $278,902 is needed to bridge the gap.

Publicity material. The library system should have a strong public relations program which distributes 2,000,000 pieces of publicity each year. Actual performance was short by 535,531 pieces. At an estimated cost of $.30 per piece, $160,659 is needed to reach the administrative standard.

MURL services. Persons outside of the tax-supporting area of MURL libraries should have free access to MURL collections and services. Three million persons are expected to make on-site use of MURL facilities, receive reference assistance, and check out 750,000 items. Actual performance fell short in all three areas. At an average cost of $8.00 per reference question, $11,816,488 is needed to bring reference services from the current level up to standard, and at an average costs of $1.75 per volume circulated, $389,155 is needed to bring circulation services up to standard.

Physical facilities. Over 80 percent of public library facilities fall below standards. Over 13 million Texans, or 87 percent of the population served by libraries, do not have access to adequate library facilities. A total of 5.6 million square feet of floor space is needed to meet standards. Further, 118 public libraries, having 826,043 square feet, were built more than 50 years ago and are in need of replacement. At an average cost of $85 per square foot, excluding site acquisition, $546,323,050 is required for additional and replacement construction.

GOAL 2 Encourage libraries to share resources and information.

Sharing of collection holdings among libraries is one excellent way to improve delivery of materials and information to library users. The first step in sharing is to mark the location of library materials. This is done by entering data into bibliographic databases, which are directly or indirectly accessible to all system members, and by creating and distributing "union" lists of periodicals, journals and other specialized publications. The next step is to provide a mechanism to borrow materials and have reference questions answered. Free interlibrary loan service fills this need. The third step is to broaden the number and types of libraries participating in interlibrary loan by including academic, school, and special libraries, and to encourage the development of regional and local cooperative resource sharing projects.

NEED INDICATORS AND COSTS

Network interlibrary loans. The standard for requests filled through the network is one percent of total public library circulation. In SFY 1994 performance was 452,660 transactions short of the standard. At an average cost of $6.50 per filled request, $2,942,290 additional is needed to reach the standard.

Union listing. An administrative standard has been set to have 75 percent of all Texas OCLC members participate in the statewide union list of serials. An estimated $290,000 is needed to reach the standard of 129 libraries from the present 100 participants.

OCLC Group Access Capability (GAC). An administrative standard has been set to add the holdings of 50 percent of non-OCLC public libraries with collections over 50,000 to the OCLC GAC. An estimated $562,500 is needed to reach the standard.

Reciprocal borrowing. Libraries within a given geographic area should maintain reciprocal borrower's privileges, to enable any person within the area to freely use materials from any nearby library. There are 470 system member libraries in Texas; only 27 are known to have system-sponsored reciprocal borrowing agreements. At an average cost of $1.75 per net loan, an estimated $1,204,821 is needed to bring current levels of participation up to the standard of one percent of total system circulation.

Shared automated systems. An administrative standard has been set to have 50 percent of system members, or 235 libraries, participate in shared automated systems or link existing systems for the purpose of sharing resources. At $100,000 of matching funds per shared or linked system of four libraries, an estimated $5,875,000 is needed to reach the standard. This program is subject to availability of funds.

System resource sharing projects. All library systems should conduct projects to share resources and information between system headquarters and member libraries, e.g., reference referral and lateral interlibrary loan. Only four systems have such projects. At an average cost of $50,000 per system, $300,000 is needed to reach the standard.

GOAL 3 To extend library service into unserved areas.

Over 1,285,593 Texans in 65 counties live in areas without library service. To correct this deficiency we have taken a two-pronged approach. The first is to encourage the establishment of public libraries in unserved counties; the second is to encourage library systems to provide service to unserved counties.

NEED INDICATORS AND COSTS

Serving the unserved. All Texans should have access to free public library service within reasonable driving distance. At the average system support of $11.12 per capita, $14,295,795 is needed to bring library service to the 50,542 who live in counties without public libraries, and to the 1,235,051 who live in unserved areas of 56 other counties. Building construction costs are excluded from this figure.

GOAL 4 To provide training and information on all aspects of library services to librarians and others.

A program of on-going education for librarians and staff is essential to assist those administering libraries and providing service to refresh their skills and add knowledge on new library topics to better serve the public. Both the State Library and library systems offer consultation services and continuing education workshops on such topics as collection development, services to the disadvantaged, services to children and young adults, automation, outreach, and staff training. The State Library also offers continuing education opportunities to systems staff.

The State Library operates a jobline service for librarians seeking new employment, and administers a collection of professional library science materials which are available on free loan.

NEED INDICATORS AND COSTS

Consulting hours. The State Library and the library systems should provide regular and frequent advisory and consulting services. An administrative standard has been set of 7,500 consulting hours for the State Library and of 25,000 consulting hours for the library systems. Actual performance fell short of these standards by 10,255 hours. At an average cost of $34.00 per hour, $348,670 is needed to bring the number of consulting hours up to standard.

Continuing education hours. The State Library and library systems should provide regular programs of in-service and continuing education for librarians and others. An administrative standard has been set for the State Library and the library systems to provide 50,000 continuing education student hours. At an average cost of $16.00 per hour, $285,712 is needed to reach the standard from the existing level of performance.

Informational materials distributed. Access to full, accurate, and timely information provides indispensable assistance to administrators, librarians, and others charged with making fundamental decisions of far-reaching impact. An administrative standard has been set to distribute and circulate 150,000 informational materials annually. At an average cost of $2.50, an estimated $147,378 is needed to reach the standard.

GOAL 5 To improve library service to persons with special needs.

Library systems and local libraries are encouraged to establish programs and projects to assist the disadvantaged, to strengthen libraries in state institutions, to improve services to children and young adults, to establish adult education and literacy programs, and to provide equal access to services by the handicapped.

NEED INDICATORS AND COSTS

State institutions. National library standards exist for adult and juvenile correctional institutions, and for institutions for the mentally retarded. Based on a 1989 survey conducted by the State Library, substandard conditions exist at every institution and in every area of library service. To focus on just two areas, $6,699,000 is needed to hire 231 staff members at $29,000 each, and $5,265,640 is needed to purchase 263,282 books at $20.00 each. Cost estimates for physical facilities, magazines, newspapers, audiovisual materials and equipment, and interlibrary loan and reference services are not available at this time.

Blind and physically handicapped persons served. The exact number of Texans who are blind or physically disabled is unknown. The Talking Book Program division estimates that 246,400 eligible Texans desire to receive library service. The actual number served is 23,247. At an average cost of $46.27 per patron, $10,325,289 is needed to reach those desiring service.

Texas Reading Club. Children are our future. It is difficult to think of a more fundamental skill needed by every child than the ability to read at a functional level, and through reading to gain the wisdom and knowledge needed for everyday living. The Texas State Library encourages reading by annually

sponsoring a summer reading program, through which we hope to reach one out of every three children between the ages of 5 and 13. At an average cost of $0.17 per participant, an estimated $69,259 is needed to close the gap between current performance and the standard.

Literacy instruction. According to the 1990 U.S. Census, over 3 million adult Texans have not completed high school. In some parts of the state the high school dropout rate approaches 40 percent; the state average is one-third. The Texas Education Agency has estimated that over 2 million Texans are functionally illiterate. Today it takes an eighth grade reading level to read labels on some industrial cleaning products; by the year 2000, it is estimated that as many as 40 percent of new jobs will require more than a high school diploma. The cost of illiteracy to Texans is estimated by the Texas Department of Commerce to be over $17 billion each year. To help meet the need for a fully literate population, an administrative standard of 1,000,000 student literacy instruction hours has been set. In SFY 1994 literacy hours totalled 296,693, leaving a gap of 703,307. At an average cost of $.95 per hour, $668,142 is needed to begin addressing this pressing need.

COST SUMMARY

By using clearly defined, measurable standards, by comparing existing service with those standards to determine need, and by applying current unit costs to need we determine the additional funds needed to raise current levels of service up to standard. The total of all individual cost estimates is over $1,100,000,000, which may seem prohibitively large. While these needs cannot be addressed completely in one or two years, many can be met with a sustained development effort over the next twenty years. Local governments in Texas spend $164,562,487 annually, with the state and federal governments together spending an additional $12,500,000 annually. These levels of support would have to be increased significantly for many years to address the library development needs described in this *Long Range Plan*.

INTRODUCTION

Chapter 1

INTRODUCTION

PURPOSE OF PLAN

The Texas *Long Range Plan for Library Development 1996-1999* has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 101-254 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct and technologically enhance public libraries;
- Establish, extend, and improve library service to individuals who, by reason of distance, residence, handicap, age, or literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public;
- Adapt public library services to meet particular needs of individuals;
- Provide assistance to libraries to serve as community information and referral centers;
- Assist libraries in providing literacy programs for adults and school dropouts;
- Establish intergenerational library programs;
- Provide mobile library services and programs to child-care providers or child-care centers;
- Establish and support model library literacy centers;
- Assist libraries to provide drug abuse programs;
- Strengthen the state library agency;
- Strengthen major urban resource libraries;
- Assist public libraries to make use of technology to improve library and information services;
- Engage in planning for cooperative library networks and for statewide resource sharing;
- Establish, expand, and operate library networks to serve public, academic, school, and special libraries;
- Develop the technological capacity of libraries for interlibrary cooperation and resource sharing; and
- Ensure that endangered library and information resources are preserved systematically.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Adopt polices and rules to aid and encourage the development of and cooperation among all types of libraries, including public, academic, special, and other types of libraries;
- Certify county librarians, and supervise county public libraries by visiting, advising, and assisting;
- Advise on the establishment and management of public libraries; conduct library institutes; and encourage library associations;
- Accept, receive and administer federal funds made available to improve public libraries;

- Collect reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain and report on the condition of all Texas public libraries;
- Adopt a state plan for improving the services of and for constructing public libraries; and
- . Establish and develop a state library system.

The *Long Range Plan* provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments. However, some of the activities permitted under the Library Services and Construction Act are omitted from this document. While a need exists for activities dealing with library literacy centers, drug abuse prevention, and strengthening metropolitan public libraries which serve as national or regional resource centers, the relative importance of these programs compared to existing programs causes them to have a lower funding priority at this time.

DEVELOPMENT OF PLAN

The *Long Range Plan* has been developed in consultation with the United States Secretary of Education, as required by the Library Services and Construction Act (P.L. 101-254), Section 6(d). Planning for Statewide Library Development also involves the efforts of many librarians and lay persons throughout the state. These groups and individuals, and their roles and responsibilities, are as follows:

Major Resource Systems. The ten major resource systems engage in extensive planning efforts, the results of which are incorporated in the *Long Range Plan*. Most of the systems have established planning committees made up of librarians and lay representatives. The committees may be organized by system program (Collection Development, Audiovisual Services, etc.) or by geographic region within the system. Some systems incorporate both types of planning committees. The results of the committee deliberations must ultimately be approved by the System Advisory Councils, which are seven-member lay boards elected by the lay representatives from each member library. Every two years, in even-numbered years, systems must submit a long range plan for the upcoming state biennium. Approved service objectives from these plans are incorporated in the Texas State Library and Archives Commission budget proposal to the Texas Legislature.

Library Systems Act Advisory Board. The Library Systems Act Advisory Board is a five member board, made up of librarians, appointed by the Commission. The Board meets several times a year to review the rules and regulations which govern the Texas Library System as well as other administrative policies and guidelines for the system program. The results of their actions and recommendations are incorporated into long range planning for system services.

Library Services and Construction Act Advisory Council. The LSCA Council is comprised of 16 members, some of whom are librarians and some lay persons. The Council is appointed by the Commission to represent various areas of the state, as well as various disadvantaged library user groups, and sizes and types of libraries. The LSCA Council makes recommendations concerning programs which are funded entirely or partially with federal LSCA funds. They review and approve the *Long Range Plan, Annual Program,* and *Basic State Plan* for Statewide Library Development. The suggestions and recommendations of the LSCA Council are incorporated into long range planning for federally funded programs.

The State Librarian. The State Librarian is the executive and administrative officer of the Commission. As such, he assists the Commission in the formulation of policy and sees to the administration of programs authorized by the Commission in accordance with state and federal statutes. Under the Library Systems Act, the State Librarian must approve annual plans of service submitted by the major resource systems. The State Librarian appoints the staff of the Library Development Division to oversee the day-to-day administration of the plans for statewide library development.

The State Library and Archives Commission. The State Library and Archives Commission is the governing body which oversees all of the programs of the Texas State Library. The Commission is comprised of six members, appointed by the Governor and approved by the State Senate to serve six-year terms. The Commission must approve all policies, programs, and plans which result from the planning activities described above as part of their overall responsibility for fostering the development of library services in Texas.

MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

In accordance with this basic mission, five major goals have been established for Statewide Library Development in the years 1996-1999

GOAL 1 To assist in financing and supporting improved library services and increased library resources in Texas.

GOAL 2 To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

GOAL 3 To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

GOAL 4 To provide training and information on all aspects of library services to librarians and library users.

GOAL 5 To improve library service to persons with special needs by providing programs aimed at selected groups.

LIBRARY DEVELOPMENT
IN TEXAS

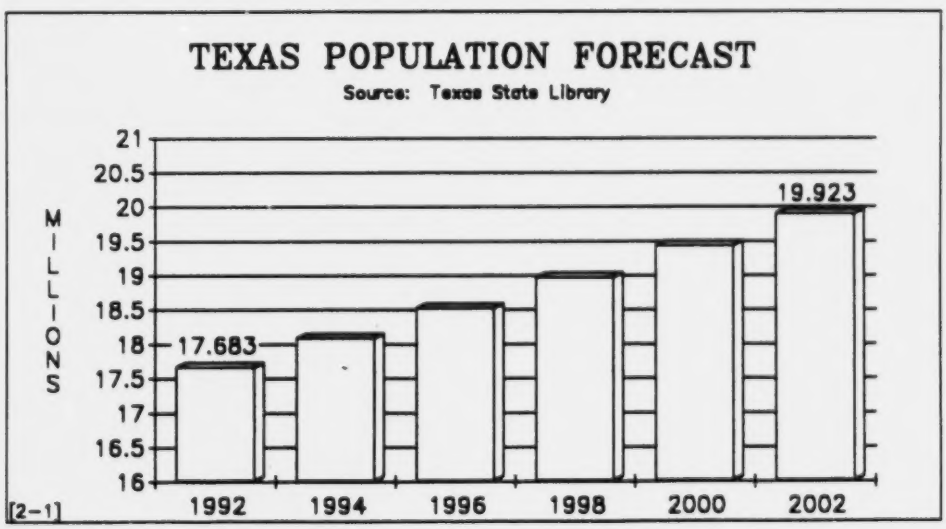
Chapter 2

LIBRARY DEVELOPMENT IN TEXAS

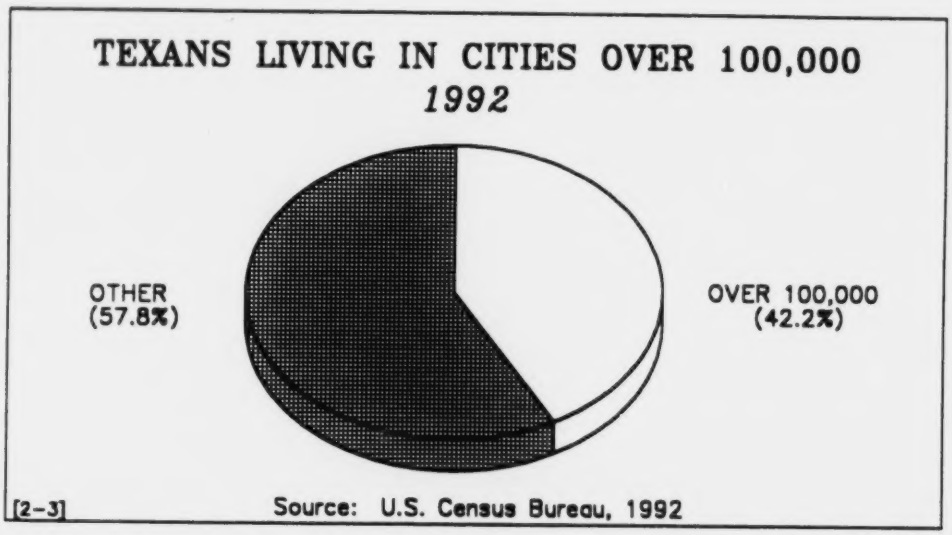
TEXAS AND TEXAS LIBRARIES

The general pattern of state growth and development characteristic of the recent past is expected to continue for the remainder of this decade. There will be an increase in economic activity, an increase in population, a change in population composition, and continued urbanization.

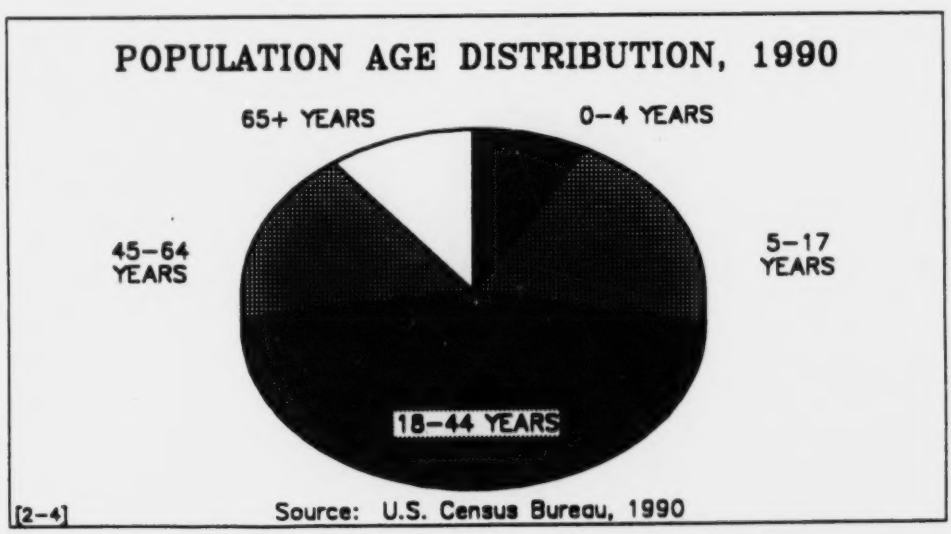
Texas continues to rank second in area and recently jumped to second in population among the 50 states. The U.S. Census Bureau estimates the 1992 Texas population at 17,682,538, an increase of 4.1 percent from 1990. As the Texas economy continues to expand in non-petroleum based areas, the state's annual population growth is expected to average about 1.2 percent per year, reaching 18,769,000 by 1997 and 19,923,000 by the year 2002. However, some forecasts place the rate of growth at less than one percent (0.9). Even at the reduced rate, Texas will probably continue to be the second most populous state.



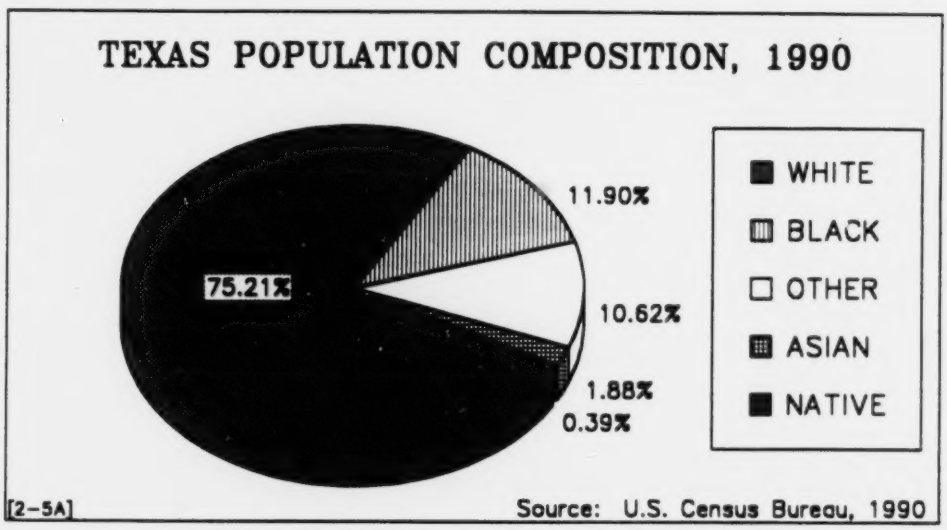
Urbanization is a significant trend that will continue. Texas has two of the top ten urban centers of a million residents or more--Dallas-Fort Worth and Houston-Galveston. Texas is also the only state with three cities among the ten largest in the country. According to the U.S. Census Bureau, two cities (Brownsville and Grand Prairie) passed the 100,000 population mark since 1990, bringing the total number of major urban areas to twenty-one. Four cities, McAllen, Midland, Odessa and Wichita Falls, are within 10,000 of reaching the 100,000 population mark. Approximately 42 percent of all Texans live in one of the twenty-one largest cities.

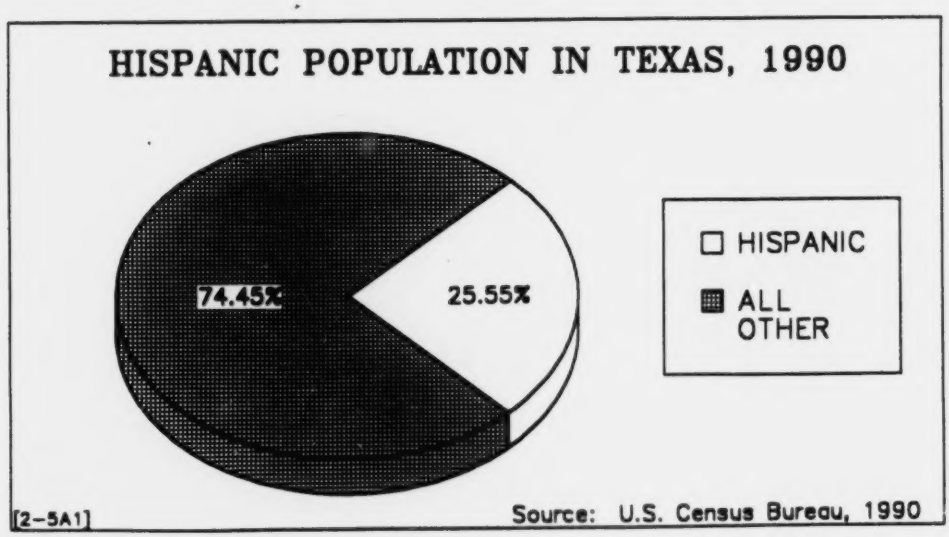


The age distribution of Texas residents, according to the 1990 U.S. Census, shows that the age group 18-44 comprises over 44 percent of all residents. The remainder are almost equally divided between those under 18 and those over 44 years of age. This distribution is expected to change, with a gradual aging of the overall population by the turn of the century. Compared to the rest of the nation, however, Texans will still be younger on average.



Minorities make up a greater portion of the state's population today than in 1980, having increased from 21.3 to 24.8 percent. The largest relative gain was made by Asians, who more than doubled from .85 to 1.88 percent. The portion of Blacks declined very slightly from 12 to 11.9 percent, although the total number increased. Hispanics, reported separately in the 1990 census because they may be of any race, increased from 20.9 to 25.5 percent. Six major cities in the state have Hispanic populations of over 50 percent. Minorities now make up a majority of Houston's population for the first time. If this trend continues as expected, by the year 2000 minority groups will constitute a majority of the population, with Hispanics expected to comprise as much as 30 percent. The dramatic growth of minority populations since 1980 and their anticipated continuing increase must be carefully considered when developing library programs to meet present and future needs.



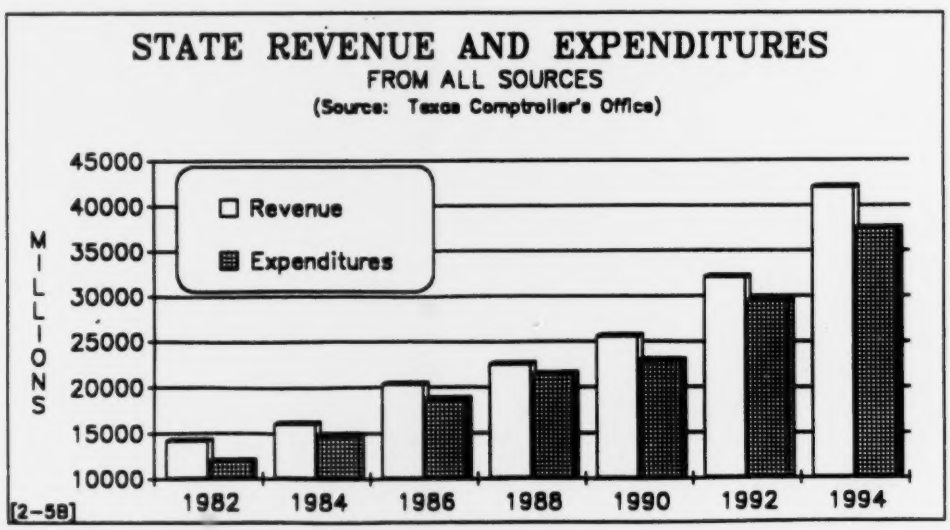


"Economic growth in the Lone Star Sate looks good compared with much of the nation," reports the Comptroller. A strong demand for services and government has served to stimulate the economy. Since 1990 Texas has led the rest of the nation in job creation, adding 226,000 in the year ending September 1994, an increase of 3 percent. The gross state product is expected to grow about 3 percent a year to 1996, a rate that is slightly higher than the national average. Unemployment is below seven percent. Personal income is up, has exceeded the national growth rate since 1990, and is expected to increase an average of 6-7 percent through 1996. Statewide retail sales were up 8.5 percent during 1993 and continued to be above the national average in the first half of 1994.

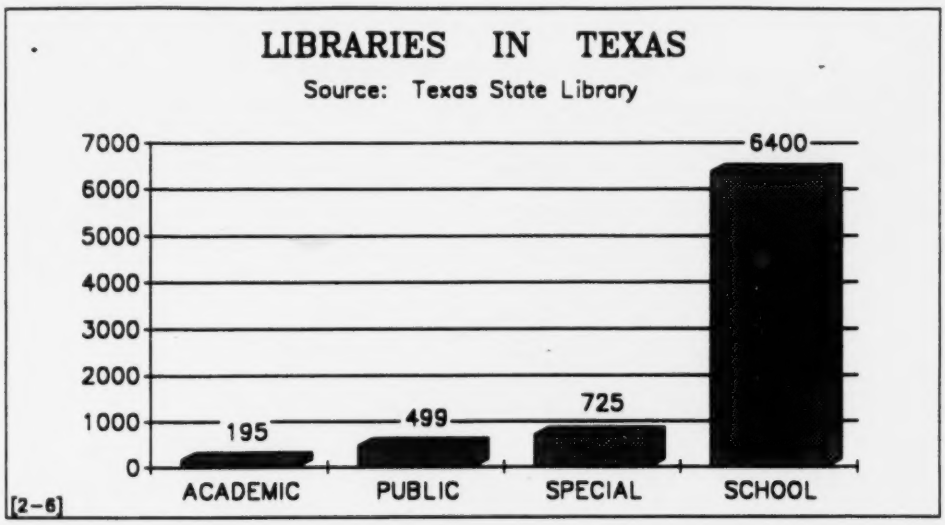
State finances have benefited from the trend away from a petroleum-based economy to one of services and manufacturing. Today about 15 percent of the economy depends on energy-related industries, compared to 27 percent in 1981. The Comptroller's Office reports: "Before the 1986-87 recession...every dollar change in the price of oil resulted in a $100 million change in state taxes. By the end of the downturn, this figure had fallen to $50 million."

State revenue from all sources reached a record $42.2 billion in 1994, up 29 percent from 1992; state expenditures from all funds reached $37.6 billion, up 27 percent from 1992. Today the Comptroller believes that: "Funds available for general spending [are] expected to increase almost 20 percent [in the] next biennium."

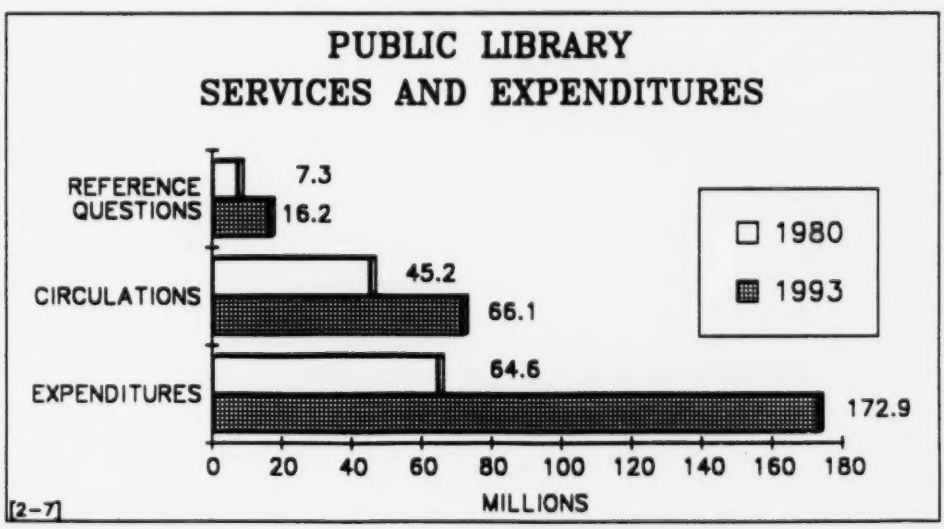
The long term trend is favorable. Economists forecast continued movement away from dependence on petroleum and natural gas to a more sustainable and ultimately more healthy Texas economy based primarily on manufacturing and service industries. While in 1981 over 18 percent of the state's gross product was attributable to agricultural and mining (mostly oil and gas) activity, by the year 2006 this proportion is expected to drop to under 6 percent. As the national economy strengthens, Texas is expected to benefit at or above the national rate in the areas of manufacturing and related industries and in residential construction.



Texas libraries continue to share in the state's growth. As of 1994, the number of public libraries had risen to 499, academic libraries totaled approximately 195, special libraries, 725, and public school libraries, 6,400.



Between 1980 and 1993 total public library expenditures from local sources increased 168 percent to $173 million. Unfortunately, inflation absorbed much of this growth. An increase in services was also seen during these years. The number of reference questions increased by 122 percent, and circulation rose over 58 percent. The increase in total circulation cannot be attributed solely to population gains. Since 1982 circulation per capita has increased 25.8 percent, which shows that patrons have raised their level of library use, and that collection development efforts are on target.



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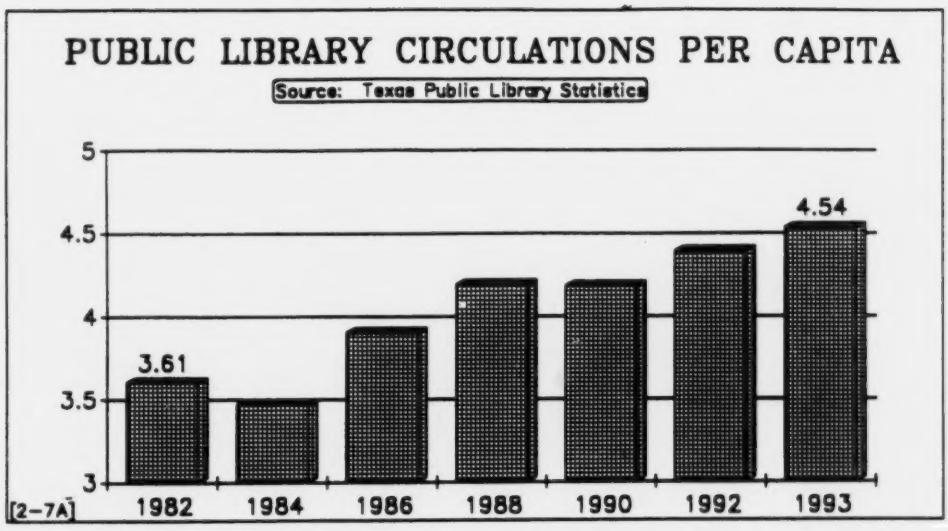
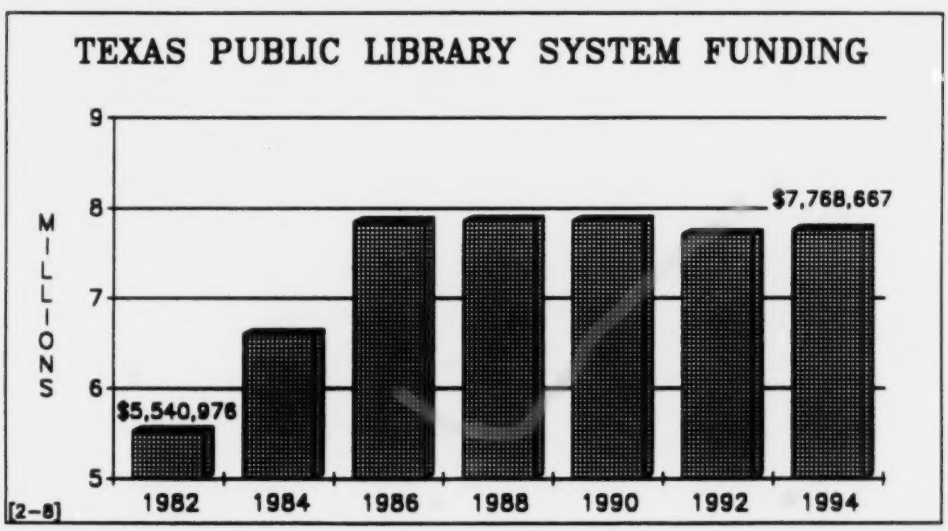
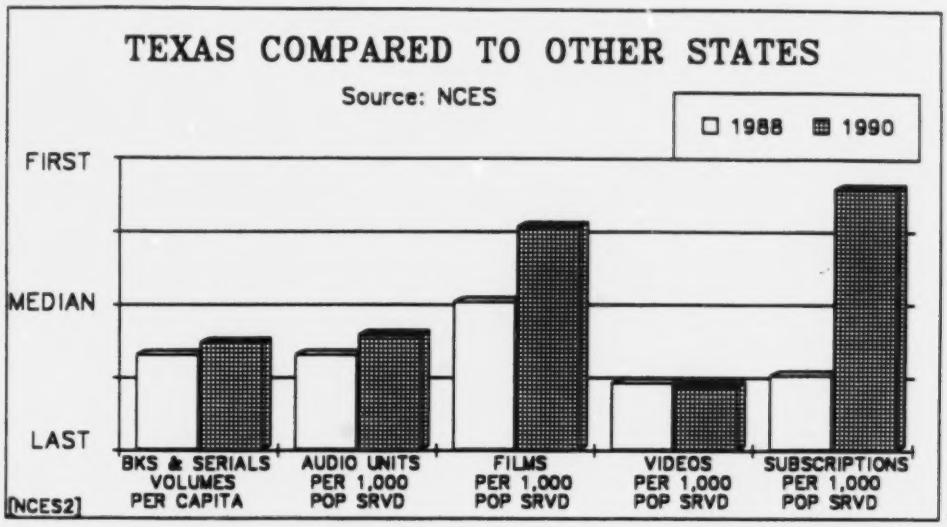


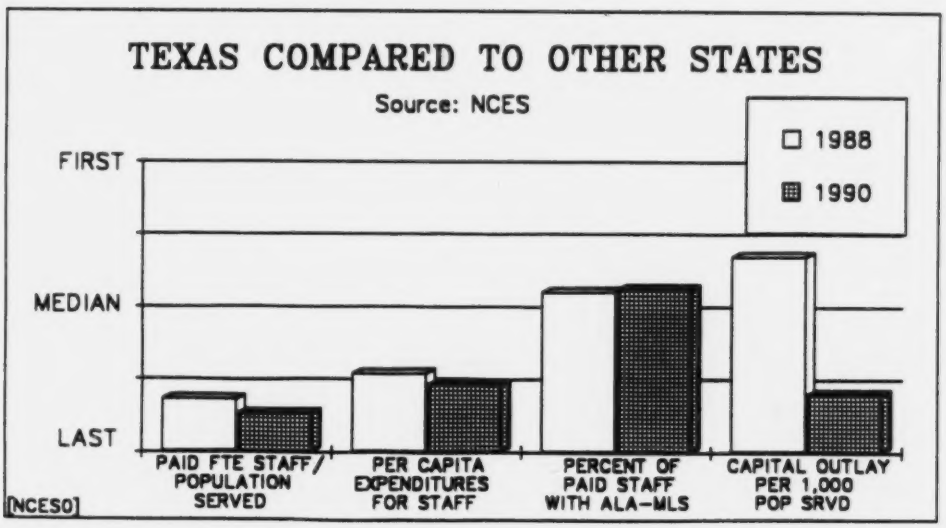
Support of public libraries through the Texas Library System program realized satisfying increases. Between SFY 1982 and 1994, system funding, comprised of state and federal funds, rose by 40.2 percent. However, since 1986 the level of system funding has remained approximately the same.

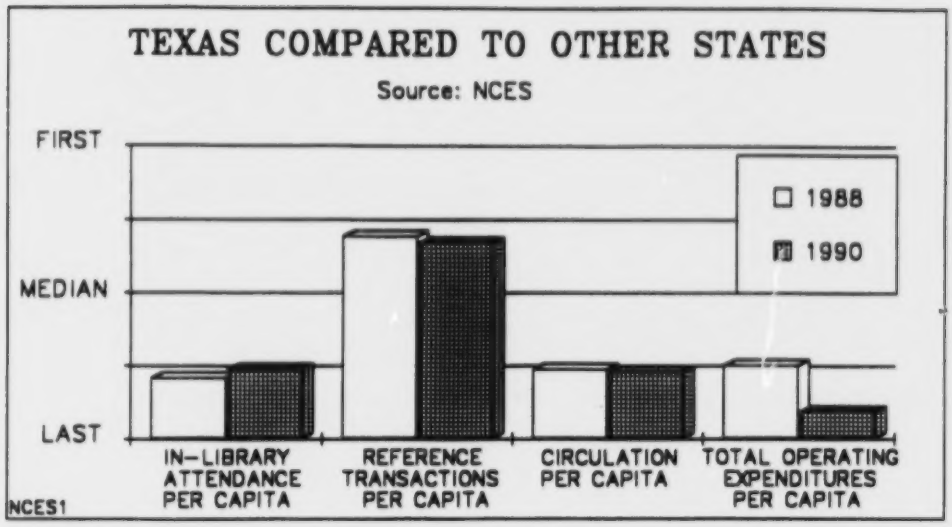


However gratifying the advances made, it is important to note that Texas public libraries continue to be in an unenviable position compared to libraries in most other states. Therefore, despite the growth in funding and services experienced in the past, it is clear that a real need exists for continued library development in Texas in the coming years.

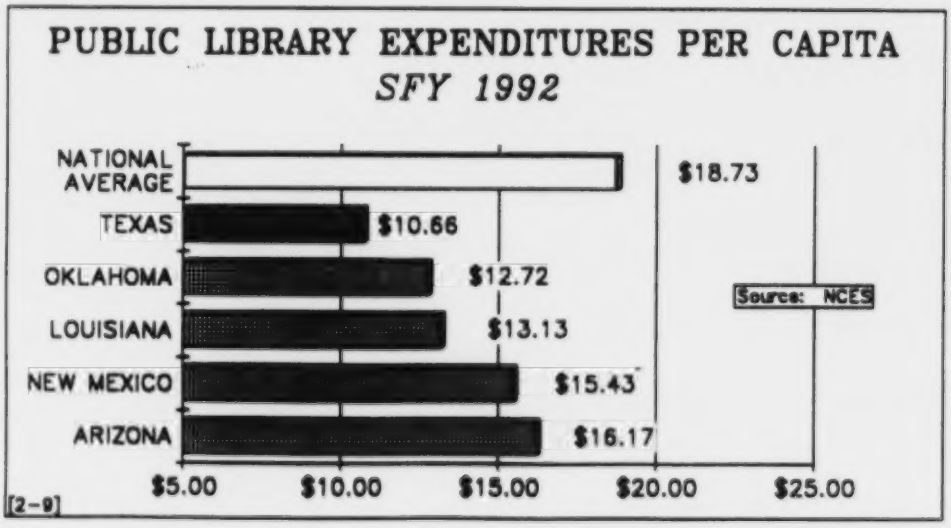
The below average status of Texas public libraries may be illustrated by comparing collection sizes, number of staff, capital outlay, and total operating expenditures in Texas with similar categories nationwide On a per capita basis, Texas ranks close to the lower 25 percent of states in most of the important comparisons

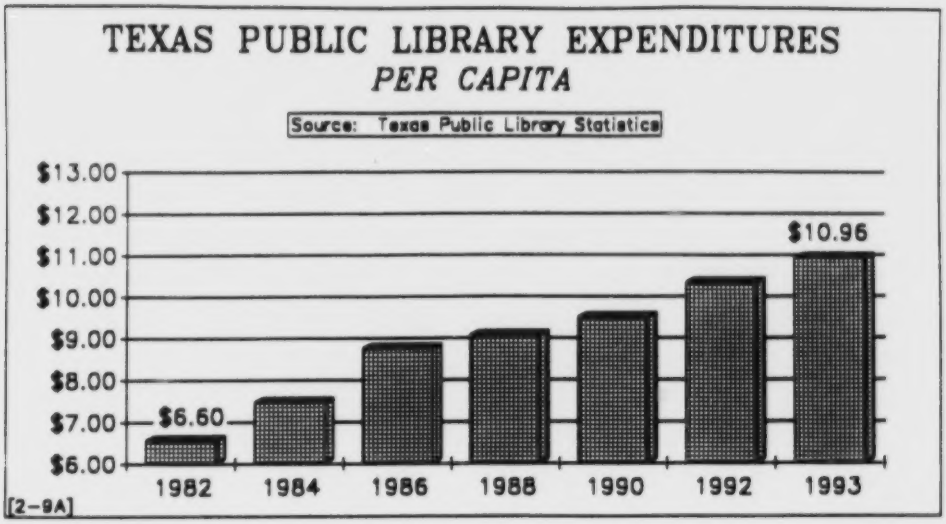




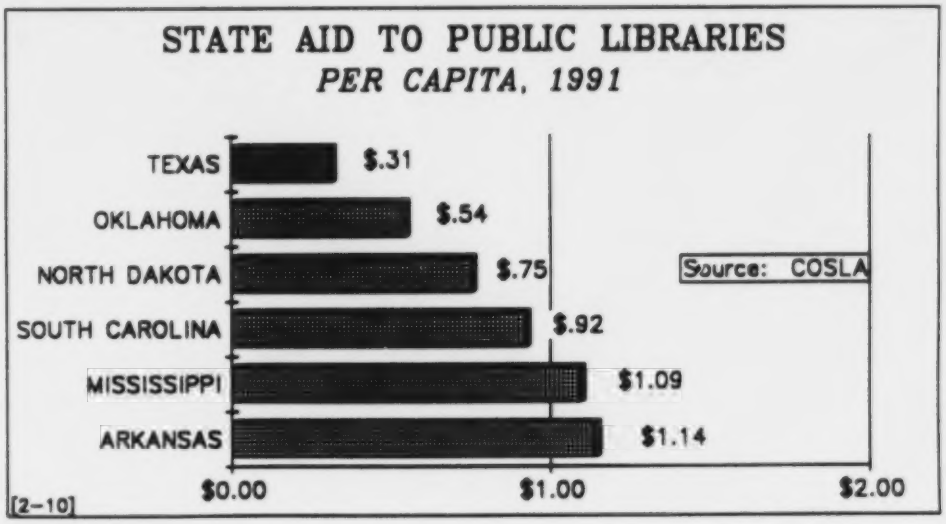


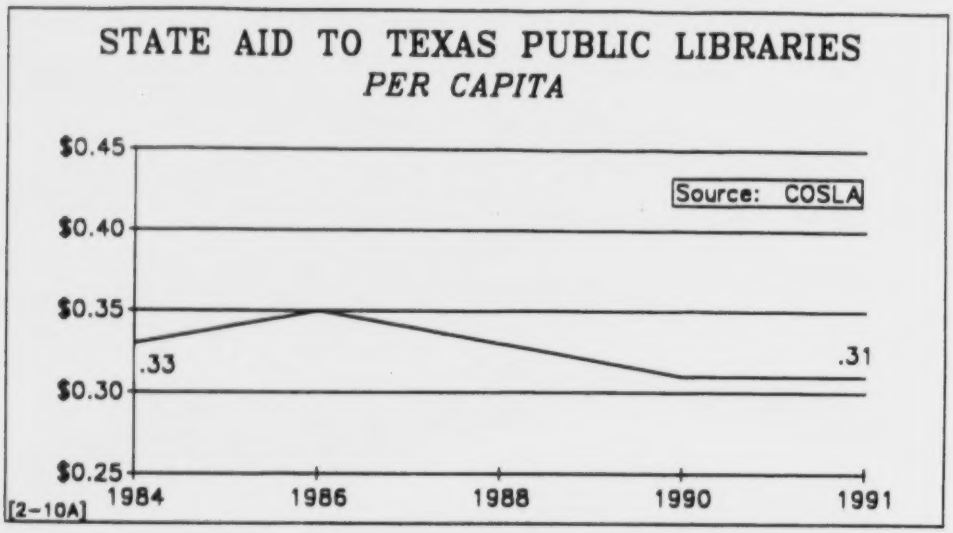
In 1992 Texas public libraries expended approximately $10.66 per capita for library services. This amount was significantly less than that spent in surrounding states, and forty-three percent less than the national average. However gratifying the yearly increase in per capita expenditures in Texas from 1982 to 1992, that increase would have to be applied every year until 2002 before Texas reached the average that the rest of nation was at three years ago.





Figures for state aid to Texas public libraries in 1991 tell a similar story. While the State of Texas appropriated approximately $.31 per capita to aid public libraries, Oklahoma, Arkansas, Mississippi, North Dakota, South Carolina and others were appropriating many times that amount. Although state government revenue has increased dramatically over the past ten years, per capita state aid to public libraries has remained relatively stable.





As we reach the mid-1990's, the need for continued library growth and development remains. Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive assistance through the public library systems. Continued population growth in urban areas has resulted in increased pressure for more facilities, staff, and materials to meet the demand for public and school library services. The Texas Education Agency reports that as many as 2,000 school campuses in Texas may be without a library. While the state's economy is healthy, public libraries and libraries in state colleges and universities continue to experience a funding crisis as they strive to meet ever increasing demands with proportionately decreasing resources. Significant programs of cooperation between all types of libraries in Texas has only begun and is largely non-existent outside of major urban areas.

The opportunity is present for Texas libraries to continue to develop in the immediate future. The transition predicted by economists from an energy-based economy to a service and manufacturing-based economy is well underway. Leading economic indicators are positive, personal income is up, and state revenue from all sources has increased every year, save one, since 1981. Applying successful strategies for revenue enhancement from sources already beset by conflicting demands, making efficient use of available resources, adjusting to changing population characteristics, and continuing to seek improvement and growth will provide the challenge for library development for the remainder of this decade.

THE TEXAS STATE LIBRARY

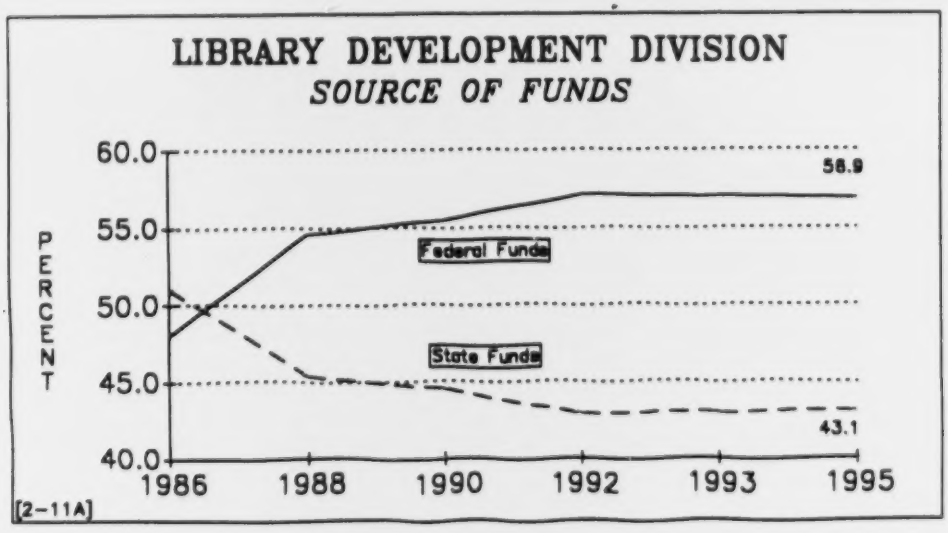
The Texas State Library is the agency of state government responsible for the continued development of library services in the state.

The Texas State Library had its official beginning in 1839 when President Mirabeau B Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909, the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

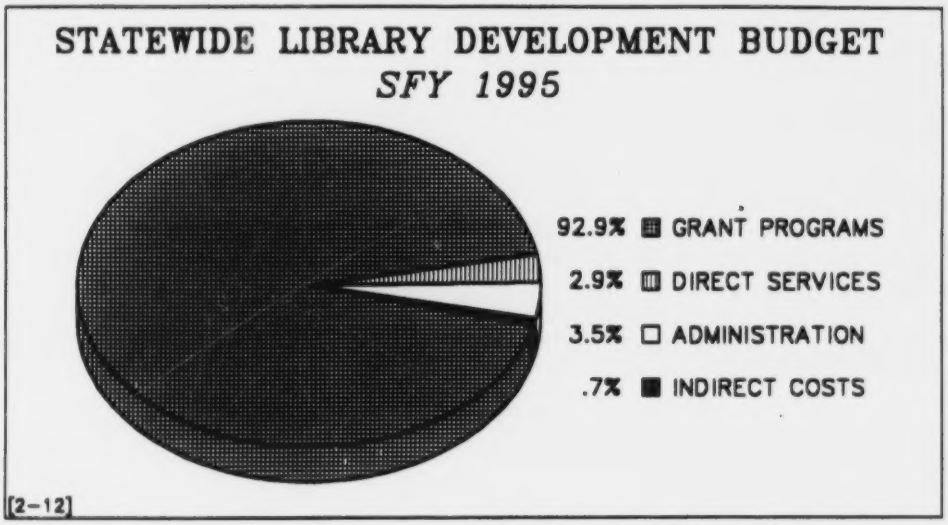
After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds available from this legislation. The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Library Systems Act.

The Texas State Library is organized into five divisions plus Administrative Support Services and Automated Information Systems. Archives Division maintains and makes official records of Texas available for research. The Talking Book Program is designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. State and Local Records Management Division is charged with the responsibility of managing all public records for the state and the Regional Historical Resources Depository Program.

Library Development Division of the Texas State Library is responsible for administering programs to improve library services for all Texans. The division utilizes state funds appropriated by the Legislature and federal funds made available under the Library Services and Construction Act. Since 1987 Federal funds have comprised a growing percentage of the division's budget.



Library Development Division provides direct assistance through its programs of consulting, continuing education and publicity, as well as providing assistance indirectly by awarding grants to a variety of libraries throughout the state. In SFY 1995, grants made to public, academic, and other libraries, as well as to library consortia in the state, account for 92.9 percent of the division's budget, with direct services, administration, and indirect costs accounting for 2.9, 3.5, and .7 percent respectively.



Among the direct services which the Library Development Division offers to libraries and librarians in the state are the following:

- Consulting Services. Librarians, trustees, and other interested persons may receive special assistance on all aspects of library development and library operations from several consultants employed by the division. Consultants have special skills in services to children and young adults; in outreach services to the disadvantaged, minorities, and handicapped; in library services for state residential institutions; in establishing library services in unserved communities; and in automation of library functions.

- Continuing Education. Each year the State Library conducts workshops for librarians and trustees to gain or update their skills. Topics have included reference interview techniques, evaluation of library services, children's programming, services to the aging, services to the handicapped, services to Hispanics, using volunteers, and microcomputer applications. Every two years members of the Library System Advisory Council attend a conference sponsored by the State Library to acquaint them with the Texas Library System. Information on upcoming workshops and conferences is published in *Library Developments*, the division's newsletter.

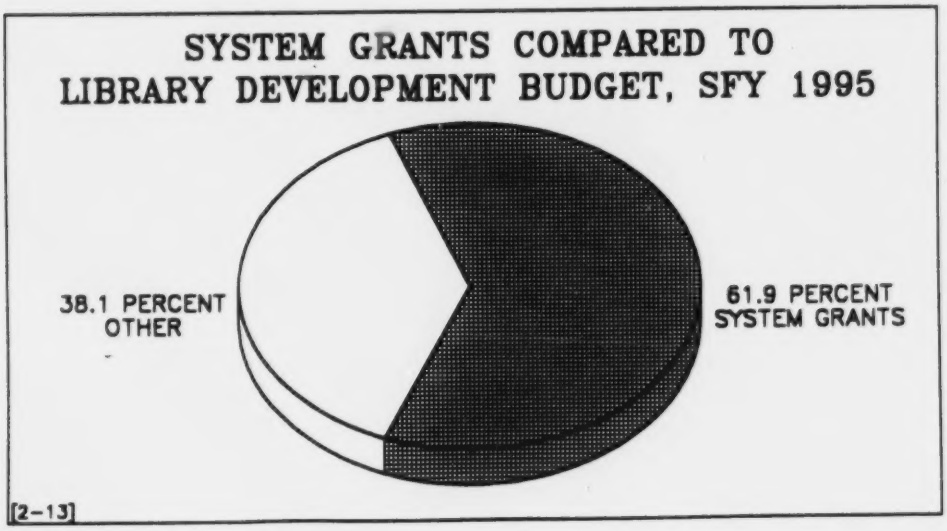
- Library Science Collection. Any Texas resident may call toll-free to request information or materials about libraries, library science, or information science from a collection of 5,000 books and periodicals, vertical file materials, audiocassettes and videocassettes. An electronic catalog of holdings is available to anyone with Internet access, and an annotated list of new additions to the collection is published every two months in *Library Developments*, the division's newsletter.

- Texas Reading Club The Texas Reading Club offers an annual theme to attract children to the joys of reading. Free promotional materials include four-color posters, bookmarks, certificates, and reading logs. In addition, each library receives a manual with suggestions for programs, games, group activities, and reading lists based on the theme concept. Themes of recent years were THE SECRET CODE IS R-E-A-D, CAMP WANNA-READ, DISCOVER THE NEW WORLD OF READING, and FAMILIAR FACES-FARAWAY PLACES. More than 400,000 children participate in the program each year.

As was noted, most of the activities of the Library Development Division are carried on by means of subgrant contracts with libraries and consortia to accomplish specific service objectives for statewide library development. Here are the current subgrant programs offered by the division.

- Texas Library System. In 1969, the Texas Legislature authorized the organization of library systems to improve library services and to make resources accessible to all residents of the area that the member libraries collectively serve. The Texas State Library and Archives Commission designated the public libraries in Abilene, Amarillo, Austin, Corpus Christi, El Paso, Fort Worth, Garland, Houston, Lubbock, and San Antonio as Major Resource Centers to provide services to libraries within a specific region. Recently the North Texas Regional Library System was created as a non-profit corporation to provide system services to the North Texas (Fort Worth) region. Each year the State Library awards grants to Major Resource Center libraries to purchase library materials and audiovisual equipment, train library staff, loan films, provide library data processing support and equipment, offer consulting services, loan rotating and extension collections, assist with literacy training programs, or provide mail delivery of paperbacks to people who are homebound or are not served by a public library in their county.

  The Texas Library System program is by far the largest program administered by Library Development, accounting for 61.9 percent of the division's budget.



- TexNet. The interlibrary loan services provided by TexNet allow users of public, academic, or special libraries to borrow from other libraries materials that are unavailable at their local library. To operate this program, the Texas State Library contracts with 10 of the largest public libraries and approximately 30 college libraries to fill or refer requests for materials submitted by public, academic, or special libraries. Reference questions which cannot be answered may also be referred to the interlibrary loan center at the library in Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, or San Antonio.

- Special Projects Grants. Grants are awarded to public libraries to expand services to all members of the library's community by enabling libraries to develop local programs intended to be on-going in the following categories: services to people with limited English proficiency, services to older adults, community information and referral centers, literacy programs, services for people with disabilities, intergenerational library programs, and child care center library programs. Application guidelines are mailed in September to assist applicants in developing proposals for evaluation by the LSCA Advisory Council. Successful applications are funded for a one-year period beginning in September.

- Institutional Grants. Under the federal Library Services and Construction Act, Title I funds for the purchase of library materials are available to state institutions that provide library services to residents. Eligible institutions may order library books and audiovisual materials through the State Library. Applications are mailed to interested state institutions each year. The minimum grant is $400 per institution with additional funding available to match the institutional library's expenditures for library materials.

- Establishment Grants. Counties without a public library may apply for assistance in establishing public library services. Applications are mailed to eligible counties in November and are due at the State Library in April. Counties are eligible for a minimum of $20,000 per year for up to three years, with a maximum annual award of $40,000 per recipient.

- Major Urban Resource Libraries (MURL). MURL grants are made to public libraries in cities with over 100,000 population to assist the libraries in serving persons outside their tax-supporting area. Free services provided by the Major Urban Resource Libraries include reference services, and on-site use of the collection.

- Public Library Construction and Technology Enhancement. Grants are awarded for new construction or purchase, additions, remodeling, and renovation for disability access in those years in which funds are appropriated by Congress. Guidelines and preapplications are available on request in September; Preapplications are due the following March. Successful applications are funded for a three year period beginning in September. Unsuccessful applicants may appeal staff recommendations regarding grant awards.

- Multitype Library Cooperation and Resource Sharing. Title III of the Library Services and Construction Act provides funds to finance projects that demonstrate cooperation and coordination among public, academic, special, or school libraries. Eligible projects must involve or provide services to at least two of the above types of libraries. Application guidelines are published each September to assist applicants in developing proposals for evaluation by the LSCA Advisory Council. Successful applications are funded for a one-year period beginning in September. This grant program is contingent on the level of state and federal funding.

LSCA PROJECTS

TITLE 1

PROJECT 1
PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICES

GOAL

To provide public library service in unserved areas.

STANDARDS

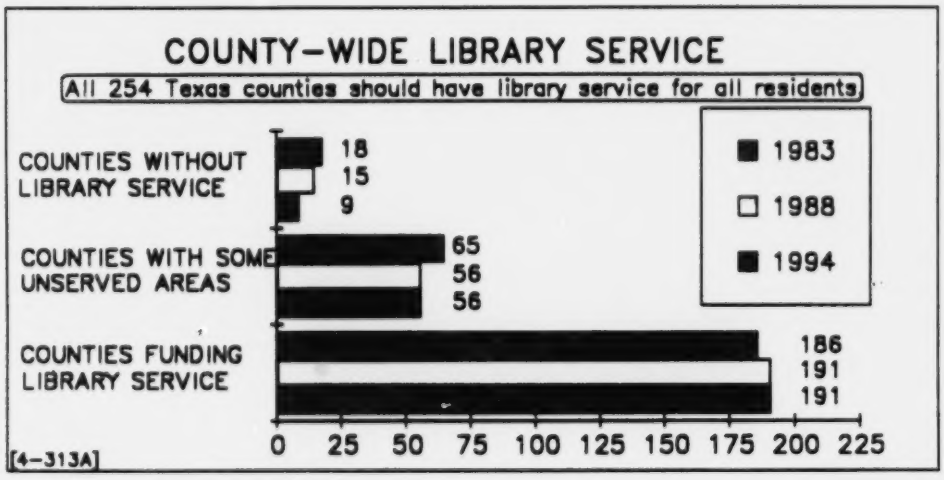
"A community library should be easily accessible to every user, connecting him with the total resources of his area, state and nation." (1, Standard 2, p. 16)

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2.iii., p.17)

"Every individual should have access to library service freely available in his local community." (1, Standard 1.i., p. 16)

NEED INDICATORS

An administrative standard has been set for all Texas counties to provide for and contribute to public library services for their residents. At an average cost of $11.12 per capita, $14,295,795 is needed to bring library service to 1,285,593 citizens who live in counties without library service or in unserved areas of other counties. Library building costs are not included in that amount.



OBJECTIVE

To encourage and support the establishment of public libraries in unserved counties

TASKS

1 1 Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library service by one each year.

1996	1997	1998	1999
246	247	248	249

1 2 Award establishment grants to newly established public libraries as follows:

1996	1997	1998	1999
2	2	3	2

1 3 Purchase library materials annually to support library services for all county residents in the amount of:

1996	1997	1998	1999
2,500	2,000	3,000	2,000

1 4 Study alternatives for providing library services to counties without public libraries and other unserved areas.

TITLE 1

PROJECT 2
PUBLIC LIBRARY SERVICES TO AREAS WITH INADEQUATE SERVICES

GOALS

To assist in financing and supporting improved library services and increased library resources in Texas.

To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

To provide public library service in unserved areas.

To provide training and information on all aspects of library services to librarians and library users.

To improve library service to persons with special needs by providing programs aimed at selected groups.

STANDARDS

"The community library should be part of a system of libraries with which it has a clear and official relationship." (1, Standard 2.iii., p.17)

"The library should provide access to resources outside the immediate community through...Major Resource System membership..."(2, Standard "Services", p.16)

"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (Standard 2.i., p. 16)

"The library has a minimum collection size of 7,500 items, and it provides sufficient items per capita...to meet its chosen level of service.... The library provides a sufficient number of periodical subscriptions to fulfill the roles it has chosen. A minimum of 20 adult and juvenile titles is provided." (2, Standard "Materials, Collection Measurement", pp. 11-12)

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

"A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately." (1, Standard 39, p. 41)

"All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include: regular and frequent exchange of materials among member libraries and the headquarters unit..." (1, Standard 4.ii., p. 18)

"The library system must develop a strong public relations program for, and in cooperation with, the community libraries which are its members." (1, Standard 28.ii., p. 34)

STANDARDS (Cont'd)

"[The library provides] a variety of print and non-print materials which meet the community's needs and interests...." (2, Standard "Materials", p. 9)

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include...regular and frequent exchange of materials among member libraries and the headquarters unit." (1, Standard 4.i and ii, p. 18)

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, pp. 21-22)

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4.i., p. 18)

"The library should provide access to resources outside the immediate community through interlibrary loan, Major Resource System membership or other networks. The library participates in Major Resource System-coordinated interlibrary loan. The library participates in Major Resource System-coordinated sharing of resources." (2, Standard "Services, Information Services", p. 16)

"All possible administrative and organizational means should be employed to extend local and area-wide resources...." (1, Standard 4.ii., p.18)

"Supportive services for the system should be organized for the greatest economy and efficiency...." (1, Standard 4.iii., p.18)

"Every individual should have access to library service freely available in his local community." (1, Standard 1.i., p. 16)

"The state library agency should provide to the system of libraries regular and frequent advisory and consultant services to librarians, board members, government officials, friends-of-the-library groups, and other interested in library development and improvement." (1, Standard 11.iii., p. 23)

"The state library agency should promote, stimulate, and provide, as appropriate, a regular program of in-servicing training and continuing education for librarians, trustees, and others concerned with library development and interlibrary cooperation." (1, Standard 11.vi., p. 23)

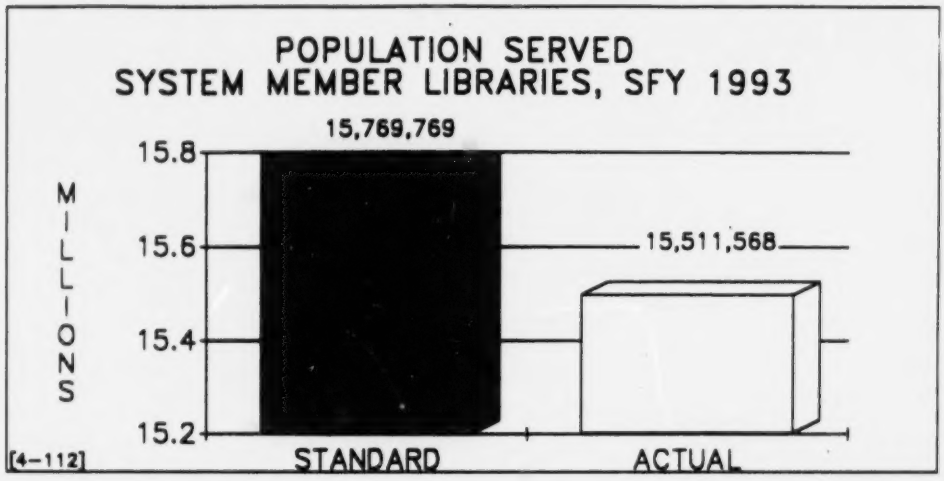
"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p. 33)

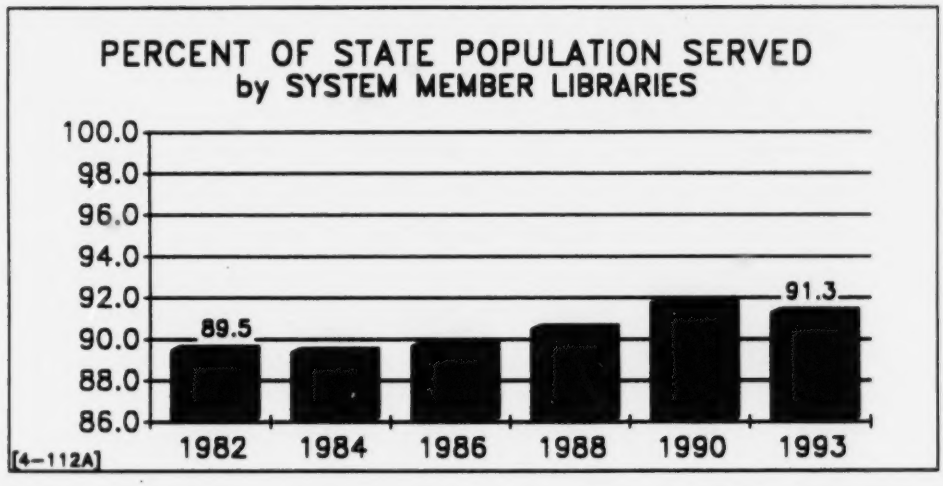
STANDARDS (Cont'd)

"Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3, p.17)

NEED INDICATORS

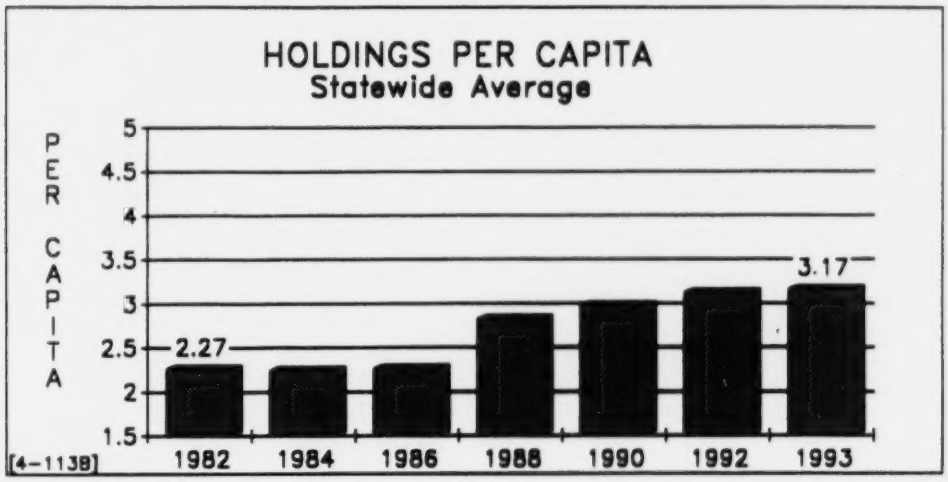
An administrative standard has been set to have all public libraries be full participating members of the Texas Library System, as provided by the Library Systems Act (Texas Government Code, Chapter 441). At an estimated cost of $11.12 per patron served, $2,383,464 is needed annually to raise non-system member library service from the current level to average system member per capita support.



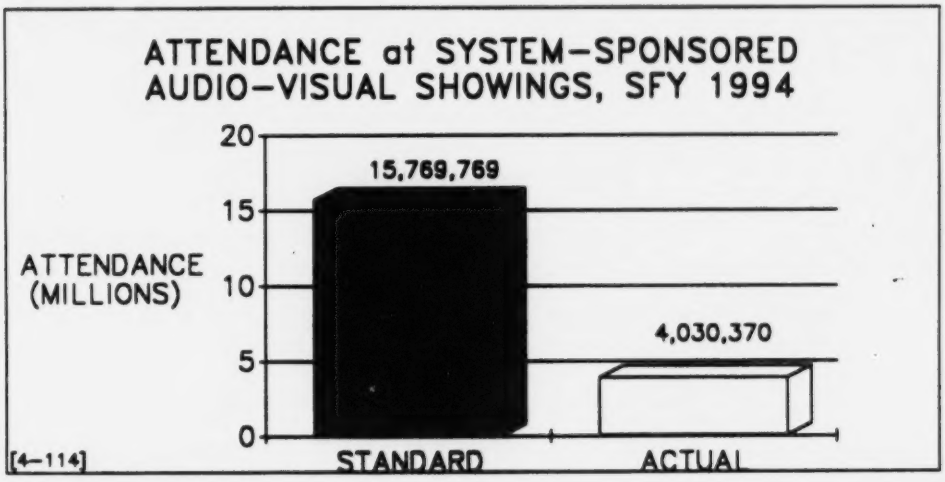


NEED INDICATORS (Cont'd)

The standard for each Texas library system is administratively set at five items (books, periodicals, other non-book materials) per capita. At an average cost of $20.00 per item, $576,692,780 is needed to bring collections from the current level up to standard.

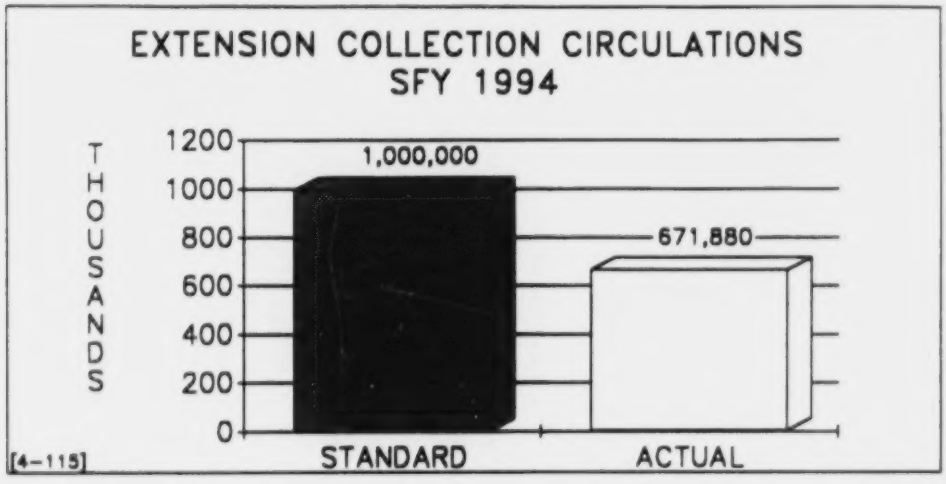


An administrative standard has been set for attendance at system-supported showings of films, videos, and system sponsored programs to total one per capita statewide. At an average cost of $.30 per viewer, $3,521,820 is needed to bring attendance up to standard.

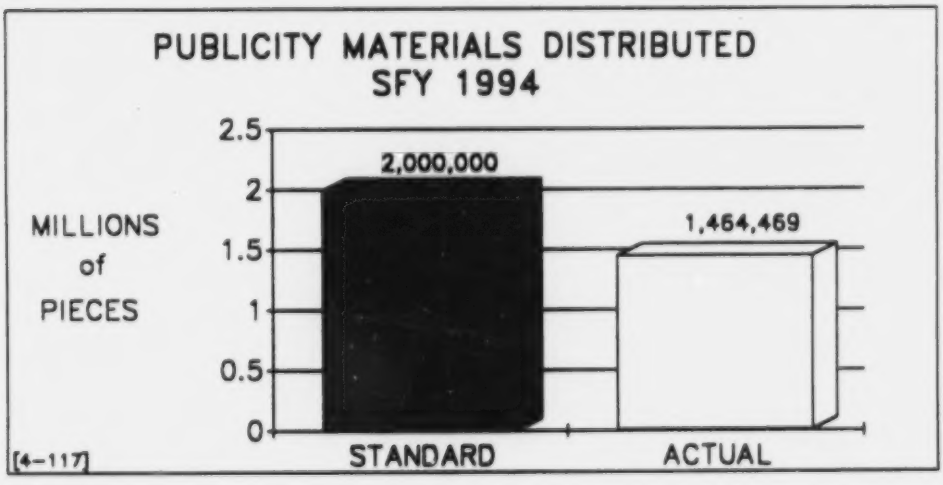


NEED INDICATORS (Cont'd)

An administrative standard has been set for circulations from system extension, rotating and circuit collections to total 1,000,000 annually. At an average cost of $ 85 per circulation, $278,902 is needed to bring service up to standard

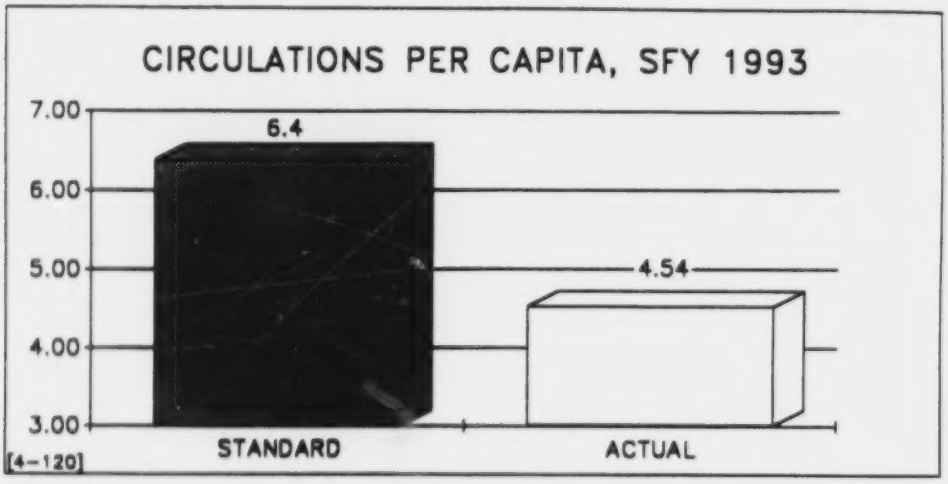


An administrative standard has been set for systems to distribute a total of two million pieces of publicity annually. At an estimated $ 30 per piece, $160,659 additional is needed to reach the administrative standard.

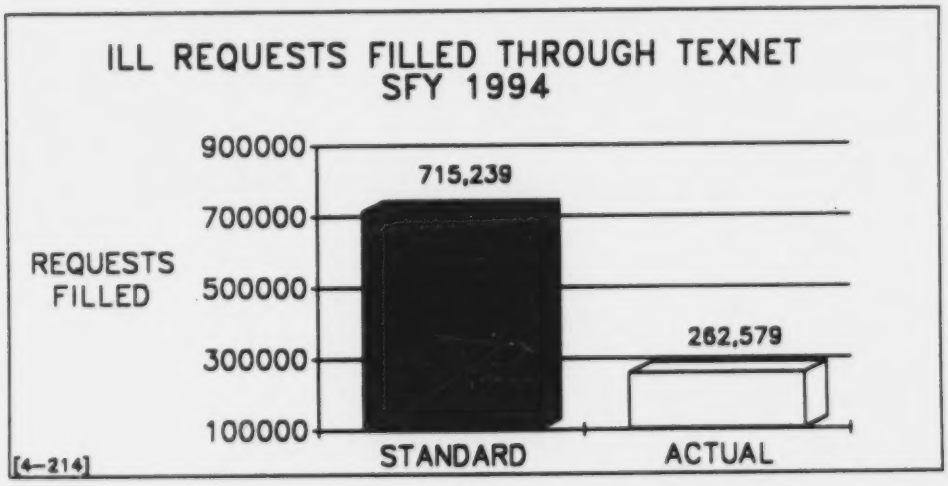


NEED INDICATORS (Cont'd)

An administrative standard has been set to have statewide circulation per capita reach the average nationwide circulation per capita. At an average cost of $1.75 per circulation, $51,330,598 is needed to reach standard from the current level.

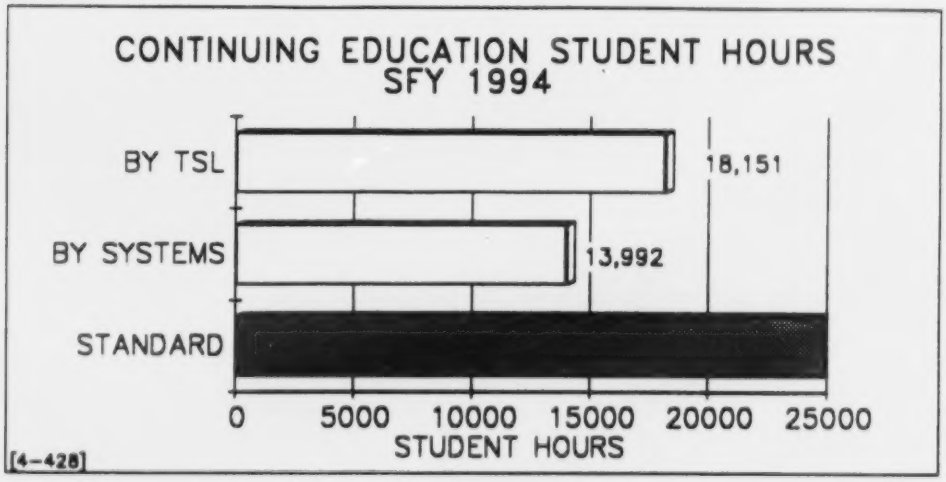


The standard for library requests filled through TexNet was administratively set at one percent of total public library circulation. At an average cost of $6.50 per request filled, $2,942,290 is needed to bring ILL service from the current level up to the standard.

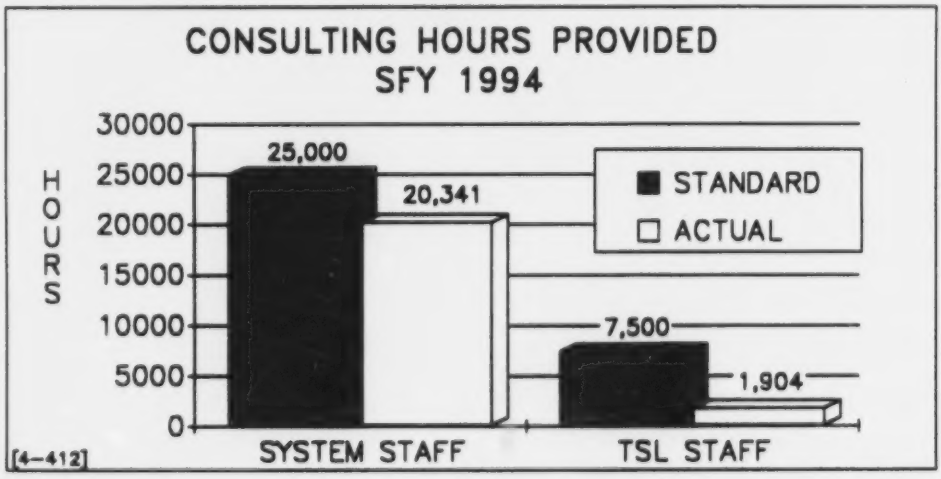


NEED INDICATORS (Cont'd)

An administrative standard has been set for the Texas State Library and the library systems to provide 50,000 student hours of continuing education annually. At $16.00 per hour, $285,712 is needed to reach standard from the existing level.

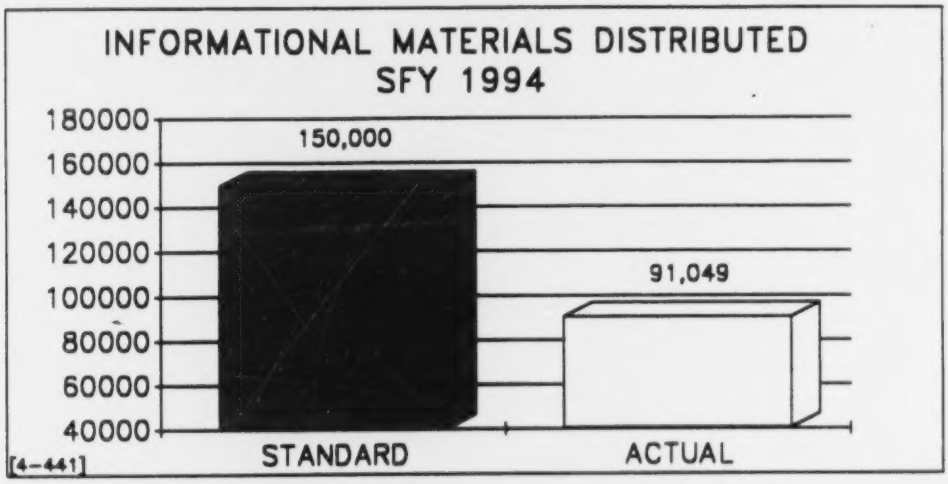


An administrative standard has been set of 7,500 consulting hours for the Texas State Library staff, and of 25,000 consulting hours per year for the library systems staff. At $34.00 per hour, $348,670 is needed to raise services from the existing number of consulting hours to the standard.

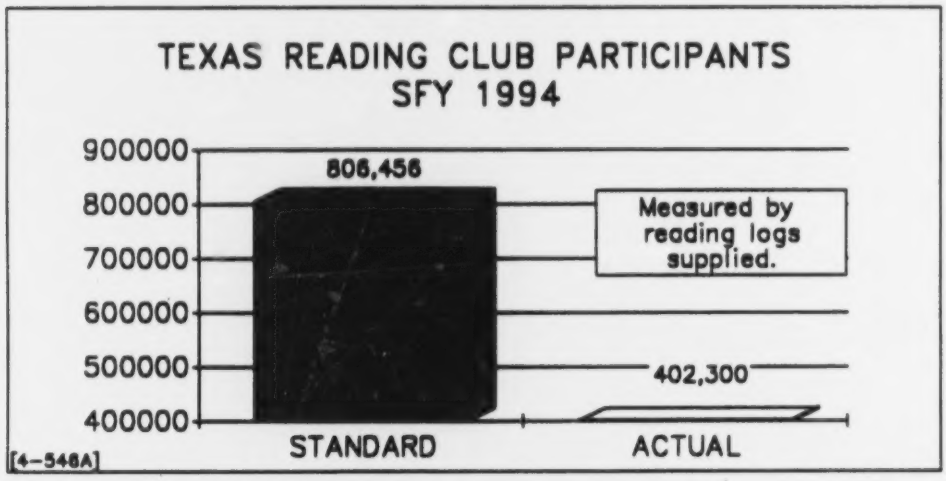


NEED INDICATORS (Cont'd)

An administrative objective has been set to distribute/circulate 150,000 informational materials to librarians, library staff, trustees and other interested persons. At an average cost of $2.50 per item distributed/circulated, an estimated $147,378 is needed to reach the standard from the existing level of service.



An administrative standard has been set to serve 33 percent of the population between the ages of 5 and 13 through the Texas Reading Club. At an average cost of $0.17 per participant, an estimated $69,259 is needed to bring current performance up to standard.



OBJECTIVES

To award system operation grants to the library systems.

To increase the number of circulation per capita of Texas public libraries to the average of the 10 largest states.

To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

To facilitate reciprocal borrowing by encouraging shared integrated automated systems.

To provide technical assistance and consulting to librarians, system personnel, library staff, trustees, advisory councils, and interested persons upon request.

To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries.

To provide information and library materials on all aspects of library and information services to librarians, system personnel, library staff, trustees, advisory councils, and interested persons.

To assist public libraries in improving library services to children and young adults.

To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

TASKS

2.1 Increase the number of persons served by Texas library system members to:

1996	1997	1998	1999
16,062,000	16,303,000	16,548,000	16,796,000

2.2 Increase the percent of the state's population served by Texas library system members to:

1996	1997	1998	1999
92.9	94.7	95.0	95.0

2.3 Purchase library materials annually to support library and system services.

1996	1997	1998	1999
182,974	223,325	225,000	225,000

2.4 Achieve annual attendance at system-supported showings of films, videos, and system sponsored programs of:

1996	1997	1998	1999
2,080,758	1,637,450	1,700,000	1,700,000

TASKS (Cont'd)

2.5 Achieve annual attendance of 600,000 from system extension, rotating, and circuit collections (books, large print, mail-a-book, cassettes, art prints), and reciprocal borrowing.

2.6 Distribute publicity materials through the library systems each year, in the amount of

1996	1997	1998	1999
1,213,657	957,014	900,000	900,000

2.7 Increase the number of materials circulated by 1.6 items per capita by 1999. Statewide per capita circulation will average:

1996	1997	1998	1999
4.15	4.21	5.00	5.75

2.8 Increase interlibrary loan requests filled by TexNet.

1996	1997	1998	1999
265,800	265,800	270,000	270,000

2.9 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least once a year.

2.10 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

2.11 Achieve 12,000 system-supported reciprocal borrowing transactions annually.

2.12 Monitor the number of reciprocal borrowing agreements established between nearby libraries.

2.13 Award LSCA Title I matching grants totaling from $100,000 to $200,000 annually for public libraries to purchase shared automated library systems, or to link existing automated systems. This task is contingent on the level of state and federal funding.

2.14 Achieve 20,846 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

2.15 Provide consulting services for 3,500 persons annually through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services and other areas to librarians, library staff, systems personnel and interested persons.

TASKS (Cont'd)

2.16 Provide 2,500 consulting hours annually through the Texas State Library for librarians, library staffs, and those interested in library services.

2.17 Provide consulting services through the library systems in support of on-going local library operations in the areas of automation, collection development, library management, literacy, media services, planning and budgeting, reference, technical services, youth services, and other areas to librarians, library staff, governing authorities and advisory boards. The number of persons assisted will total:

1996	1997	1998	1999
22,300	21,485	21,500	21,500

2.18 Provide consulting hours through the library systems for librarians, library staffs, governing authorities, advisory boards and those interested in library service, in the following amounts:

1996	1997	1998	1999
18,413	17,663	17,000	17,000

2.19 Provide 13,000 continuing education student hours annually through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services, and other areas to librarians, library staff, systems personnel and interested persons.

2.20 Annually enroll 3,400 librarians, library staff and those interested in library service in workshops offered by the Texas State Library.

2.21 Provide training and continuing education student hours through the library systems in basic aspects of local library operations in the areas of automation, collection development, library management, literacy, media services, planning and budgeting, technical services, youth services, and other areas to librarians, library staff, governing authorities, and advisory boards.

1996	1997	1998	1999
15,870	16,432	16,500	16,500

2.22 Enroll librarians, library staff, members of governing authorities, advisory boards, and those interested in library service in workshops offered by the library systems in the following numbers:

1996	1997	1998	1999
3,123	3,258	3,300	3,300

TASKS (Cont'd)

2.23 Serve as a clearinghouse for continuing education activities by maintaining a database of topics, locations, and presenters of library-related workshops conducted within the state; by collecting, storing and disseminating workshop packets from those workshops; and by promoting attendance at these workshops through newsletters and brochures distributed by the Texas State Library and the library systems.

2.24 Provide at least one workshop each biennium through the Texas State Library for trainers, consultants and system coordinators.

2.25 Provide six 2-day basic skills institutes in FY96 for non-degreed librarians with cataloging, reference, collection development, automation/technical services, children's services and library management courses. This program began in FY94 and will continue through mid-FY96. We anticipate that another two and one-half year cycle of institutes will begin mid-FY96, contingent on the level of state and federal funding.

2.26 Promote and distribute resources available from the Library Science Collection by the following means: listing of new materials in the Division's bi-monthly newsletter; creation of special bibliographies and subject information packets; an incoming WATS line for statewide information requests; e-mail for convenient communication of reference questions; Internet access to search the library's catalog and to receive and disseminate information; and promotional activities at selected library association conferences.

2.27 Distribute the following number of informational materials each year through the Library Science Collection, and the Continuing Education and Consulting Department of the Texas State Library.

1996	1997	1998	1999
57,500	57,500	58,000	58,000

2.28 Provide a jobline service listing available library positions statewide, to assist libraries in maintaining staffing levels, and to assist librarians seeking new employment. Record 4,000 jobline telephone and electronic bulletin board inquiries per year.

2.29 Provide consulting to the library systems and public libraries on library services to children and young adults.

2.30 Maintain an annual library participation rate in the Texas Reading Club.

1996	1997	1998	1999
575	575	585	585

TASKS (Cont'd)

2.31 Provide Texas Reading Club participation forms (Reading Logs) and other free Club promotional materials to public libraries, and to school libraries subject to availability of materials

1996	1997	1998	1999
427,500	427,500	430,000	430,000

2.32 Provide assistance to libraries through the Texas State Library's consulting and continuing education service, and library science collection to develop and improve local English as a second language (ESL) and literacy education programs.

TITLE 1

PROJECT 3
SERVICES TO THE DISADVANTAGED

GOALS

To improve library service to persons with special needs by providing programs aimed at selected groups.

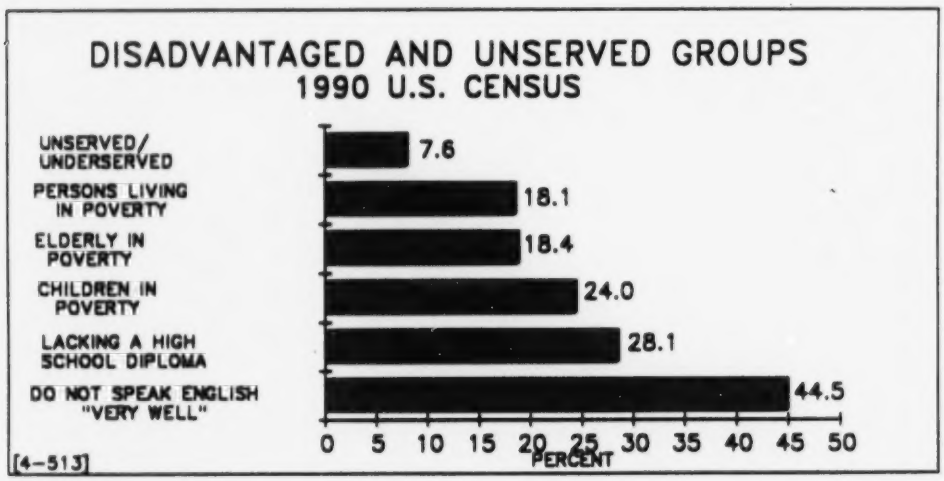
STANDARDS

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p. 33)

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11.v., p. 23)

NEED INDICATORS

An administrative objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting the disadvantaged population groups.



OBJECTIVE

To assist libraries in improving library services to the disadvantaged

TASKS

3.1 Maintain expenditures of at least $1,000,000 annually by the library systems for library materials and services which will impact disadvantaged persons served by local public libraries, including the elderly and the limited English speaking.

3.2 Provide assistance to local libraries to improve services to limited English speaking and disadvantaged persons through the Texas State Library's consulting and continuing education programs, and library science collection.

3.3 Purchase library materials annually to support library services for disadvantaged groups.

1996	1997	1998	1999
2,000	2,000	2,500	2,500

3.4 Provide grants to local public libraries to develop services for targeted populations.

TITLE 1

PROJECT 4
PHYSICALLY HANDICAPPED

GOAL

To improve library service to persons with special needs by providing programs aimed at selected groups.

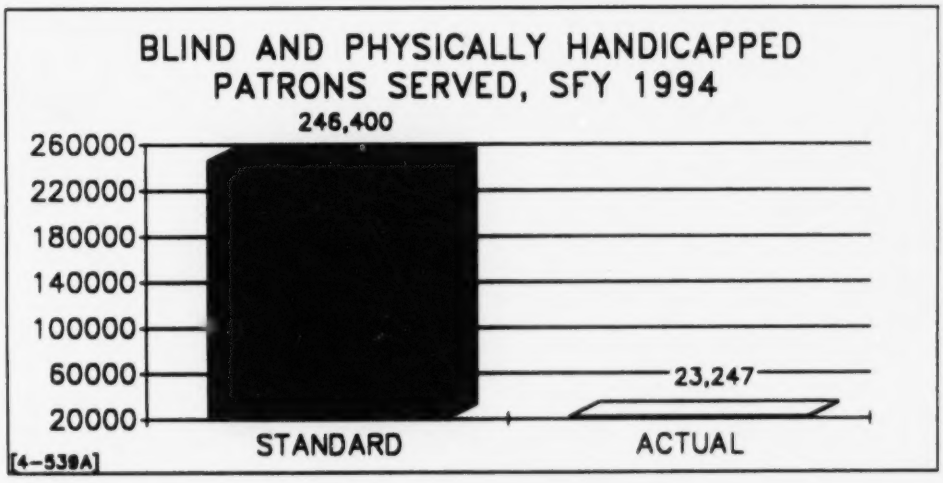
STANDARDS

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26.i., p. 33)

"Every individual should have access to library service freely available in his local community." (1, Standard 1.i., p. 16)

NEED INDICATORS

An adminsitrative standard has been set to serve all blind and physically handicapped Texas residents who are interested in receiving library service. At a cost of $46.278.81 per patron, $10,325,289 is needed to reach the standard from the existing level of service.



OBJECTIVE

To provide direct library service by mail to Texans with disabilities from a centralized collection of large-print, Braille and recorded books

To increase library use by Texans with disabilities to 12 percent of the eligible population by 1999

TASKS

4.1 Register an increasing percentage of the eligible Texas population each year.

1996	1997	1998	1999
9.4%	9.5%	9.6%	9.7%

4.2 Increase the number of persons served to:

1996	1997	1998	1999
24,389	25,039	26,000	27,000

4.3 Provide library service to 1,700 institutions per year.

4.4 Increase the number of volumes circulated to individuals and institutions to:

1996	1997	1998	1999
803,200	803,200	850,000	850,000

TITLE I

PROJECT 5
STATE INSTITUTIONAL LIBRARY SERVICES

GOAL

To improve library service to persons with special needs by providing programs aimed at selected groups.

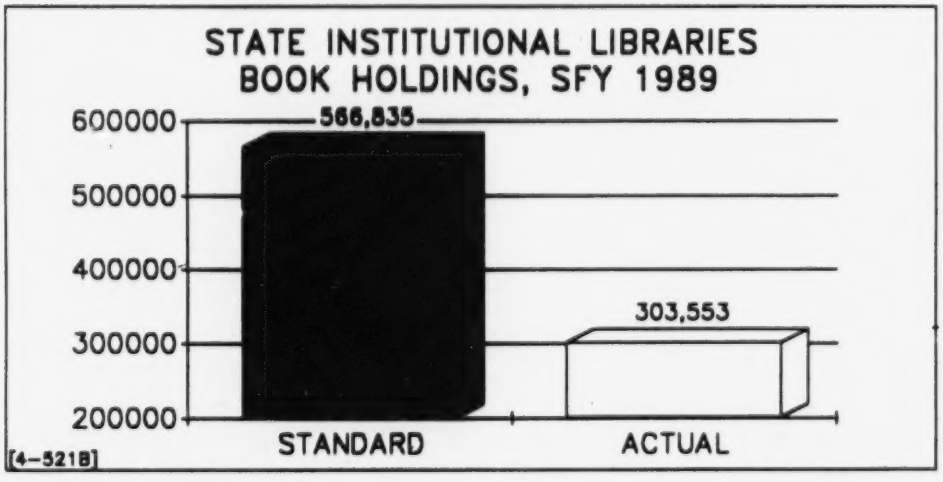
STANDARD

Standards vary depending on the type of state institution such as Juvenile Correctional Institutions, Adult Correctional Institutions, Mental Health Institutions, and Mental Retardation Institutions, Schools for the Blind, Schools for the Deaf and other adult institutions.

NEED INDICATORS

There are over 49,600 (Aug. 1989) persons residing in state institutions, which vary widely as to number of residents and the amount of money available to provide library materials. Since there is no coordinating authority among state agencies concerned with residential institutions, the Texas State Library must provide leadership for library service within these facilities.

To bring just two deficient areas up to standard would require adding 231 staff members at $29,000 each, including benefits, for a total of $6,699,000 and purchasing 263,282 books at $20 00 each, for a total of $5,265,640.



OBJECTIVE

To strengthen libraries in state residential institutions

TASKS

5.1 Increase materials available in state institutional libraries Through a program of centralized acquisitions provide the following number of library materials annually

1996	1997	1998	1999
3,125	3,000	2,900	2,800

TITLE I

PROJECT 7
MAJOR URBAN RESOURCE LIBRARIES

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas.

STANDARD

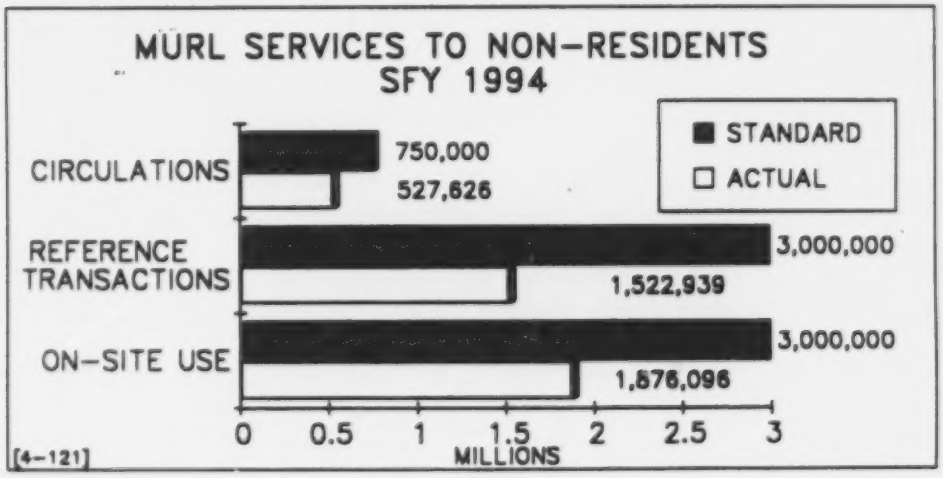
"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services." (1, Standard 3 i -3 iii , p. 17)

NEED INDICATORS

Persons who do not reside in the tax-supporting jurisdictions of MURL libraries should have access to the MURL collections and services free of charge. The following standard for statewide services to non-residents by Major Urban Resource Libraries has been administratively determined:

Number of persons making on-site use of collections	3,000,000
Number of persons receiving reference services	3,000,000
Number of materials circulated to non-residents	750,000

At an average cost of $8.00 per reference question, $11,816,488 is needed to bring reference services from the current level up to standard. At an average cost of $1.75 per volume circulated, $389,185 is needed to bring circulation services up to standard.



OBJECTIVE

To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally

TASKS

7.1 Partially compensate Major Urban Resource Libraries for the services they provide without charge to persons living outside of their tax-supporting area to ensure the continued availability and expansion of the following reference services, and on-site use of the collection. Non-residents served will total:

1996	1997	1998	1999
4,000,000	4,000,000	4,200,000	4,200,000

7.2 Purchase 24,000 library materials annually to support library services to non-residents.

TITLE 1

PROJECT 9
LIMITED ENGLISH-SPEAKING PROFICIENCY

GOAL

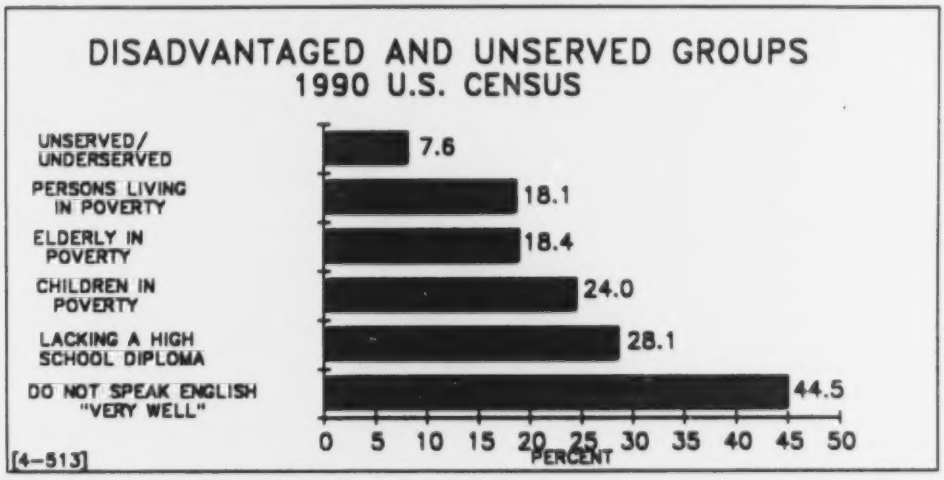
To improve library service to persons with special needs by providing programs aimed at selected groups.

STANDARD

"The library system serves individuals and groups with special needs." (1, Standard 26, p. 33)

NEED INDICATORS

An administrative objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting the disadvantaged population groups.



OBJECTIVE

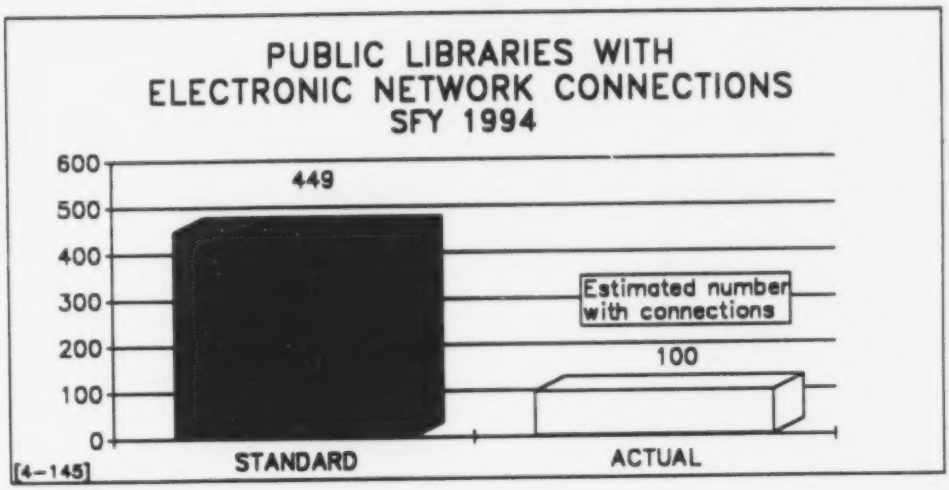
To provide assistance for English as a second language (ESL) programs in public libraries

TASKS

9 1 Assist library systems in establishing local ESL projects in public libraries

9 2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve ESL programs.

9 3 Provide grants to local public libraries to develop services for persons for whom English is a second language.



TITLE I

PROJECT 10
SERVICES TO THE ELDERLY

GOAL

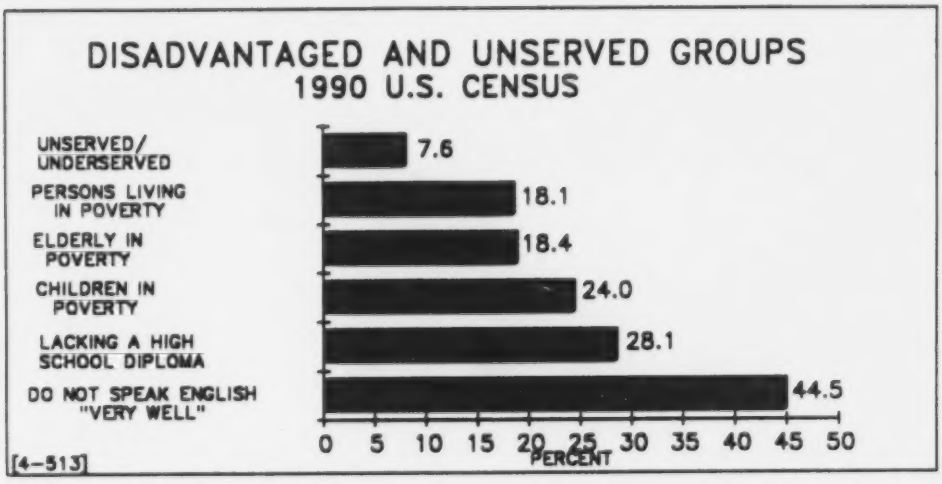
To improve library service to persons with special needs by providing programs aimed at selected groups

STANDARD

"The library system serves individuals and groups with special needs." (1, Standard 26, p 33)

NEED INDICATORS

An administrative objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting the disadvantaged population groups.



OBJECTIVE

To provide assistance for elderly programs in public libraries

TASKS

10 1 Assist library systems in providing materials for projects which will impact the elderly population.

10 2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve programs for the elderly.

10 3 Provide grants to local public libraries to develop services for the elderly population.

TITLE I

PROJECT 11
COMMUNITY INFORMATION REFERRAL CENTERS

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas.

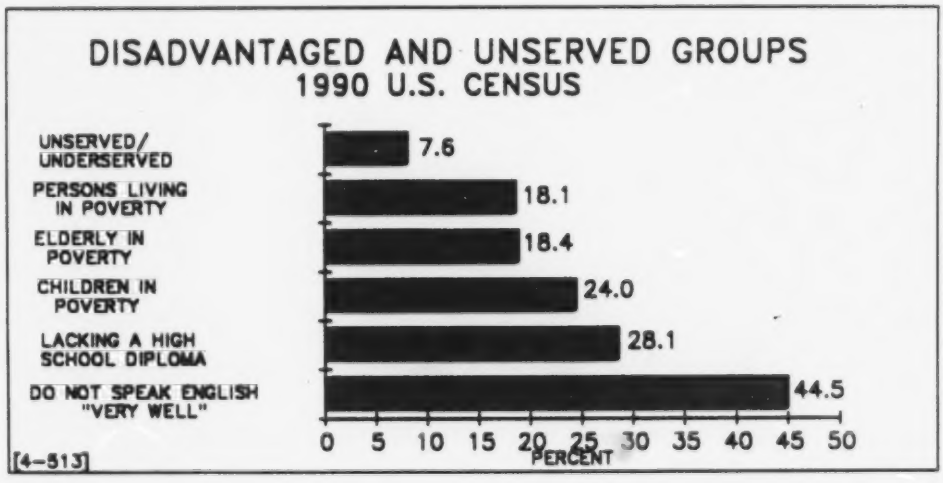
STANDARD

"The library should have a positive program of service to the groups and organizations in its area." (1, Standard 26, ii., p. 32)

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p. 33)

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

NEED INDICATORS



OBJECTIVE

To expand public library services to all members of the library's community by enabling libraries to develop local programs

TASKS

11 1 Assist library systems in providing materials for and establishing local projects in public libraries which will attract new library users.

11 2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve programs for all community members.

11 3 Provide grants to local public libraries to develop new services for traditionally hard-to-reach non-users.

TITLE 1
PROJECT 12
LITERACY PROGRAMS

GOAL

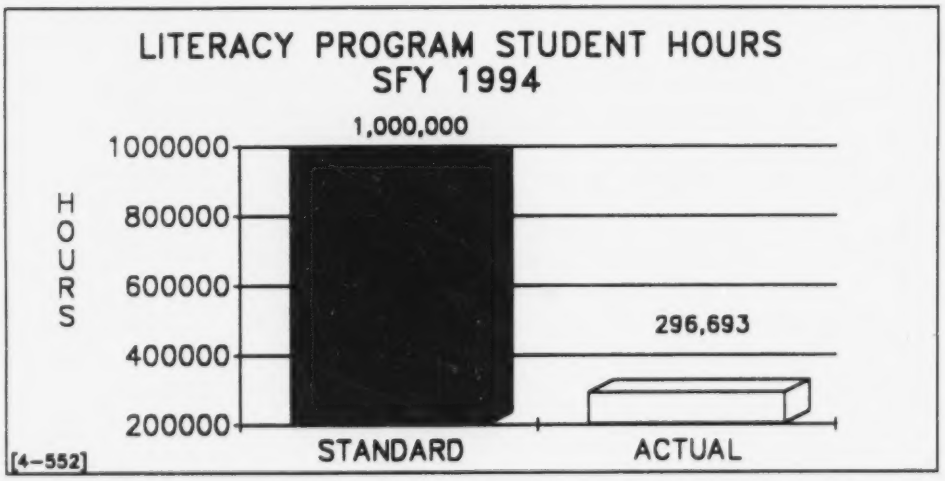
To improve library service to persons with special needs by providing programs aimed at selected groups.

STANDARD

"The library system serves individuals and groups with special needs." (1, Standard 26, p. 33)

NEED INDICATORS

An administrative standard has been set for the regional library systems to support literacy programs in public libraries at the rate of one million student hours per year. At $ 95 per student hour, $668,142 additional is required to reach this level of instructional offering.



OBJECTIVE

To provide assistance for literacy programs in public libraries

TASKS

12.1 Assist library systems in providing literacy materials and establishing local literacy projects in public libraries.

12.2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve literacy programs.

12.3 Provide grants to local public libraries to develop services for persons for whom have less than a twelfth grade education.

TITLE 1

PROJECT 13
SERVICES FOR PEOPLE WITH DISABILITIES

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas.

To improve library services to persons with special needs by providing programs aimed at selected groups.

STANDARD

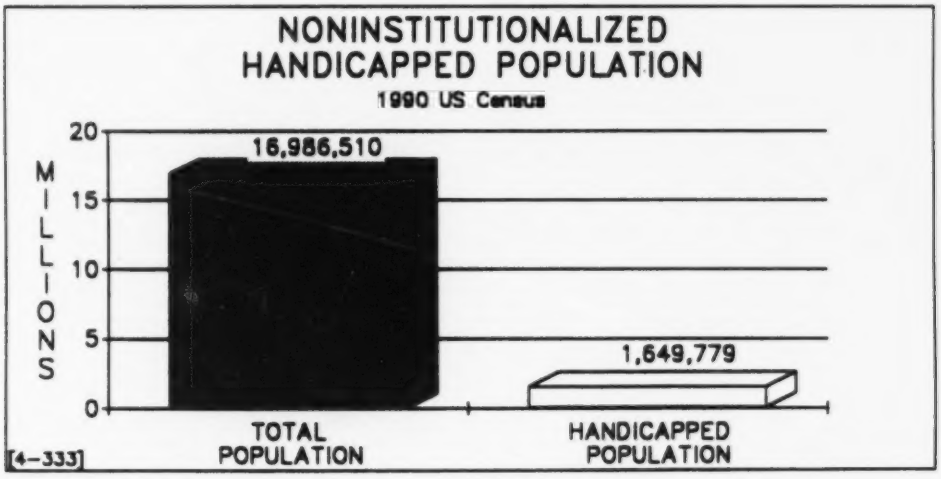
"The library should have a positive program of service to the groups and organizations in its area." (1, Standard 26, ii., p. 32)

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p. 33)

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

NEED INDICATORS

An administrative objective has been set to have the library systems expend at least $1,000,000 annually on materials and services impacting the disadvantaged population groups.



OBJECTIVE

To expand public library services to all members of the library's community by enabling libraries to develop local programs

TASKS

13 1 Assist library systems in providing materials for and establishing local projects in public libraries which will attract new library users

13 2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve programs for all community members

13 3 Provide grants to local public libraries to develop new services for traditionally hard-to-reach non-users

TITLE I

PROJECT 14
INTERGENERATIONAL LIBRARY PROGRAMS

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas.

STANDARD

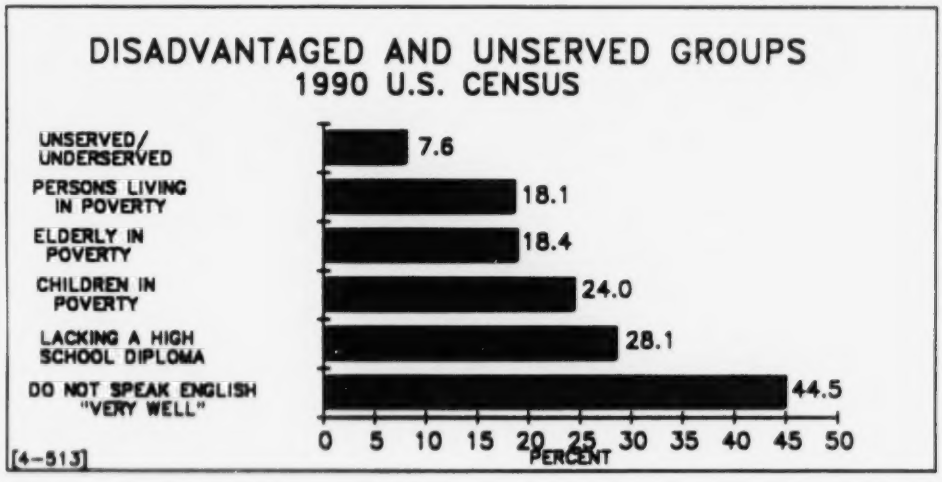
"The library should have a positive program of service to the groups and organizations in its area." (1, Standard 26, ii., p. 32)

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p. 33)

"The public library sponsors group activities inside or outside the library within the framework of its program." (1, Standard 27, p. 33)

NEED INDICATORS

An administrative objective has been set to have the library systems expend at least $1,000,000 annually on materials and services impacting the disadvantaged population groups.



OBJECTIVE

To expand public library services to all members of the library's community by enabling libraries to develop local programs

TASKS

14.1 Assist library systems in providing materials for and establishing local projects in public libraries which will attract new library users

14.2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve programs for all community members

14.3 Provide grants to local public libraries to develop new services for traditionally hard-to-reach non-users

TITLE I

PROJECT 15
CHILD CARE CENTER LIBRARY PROGRAMS

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas

To improve library services to persons with special needs by providing programs aimed at selected groups

STANDARD

"The library has a positive program "of guidance in the use of educational, informational, and recreational materials " (1, Standard 24, i , p 32)

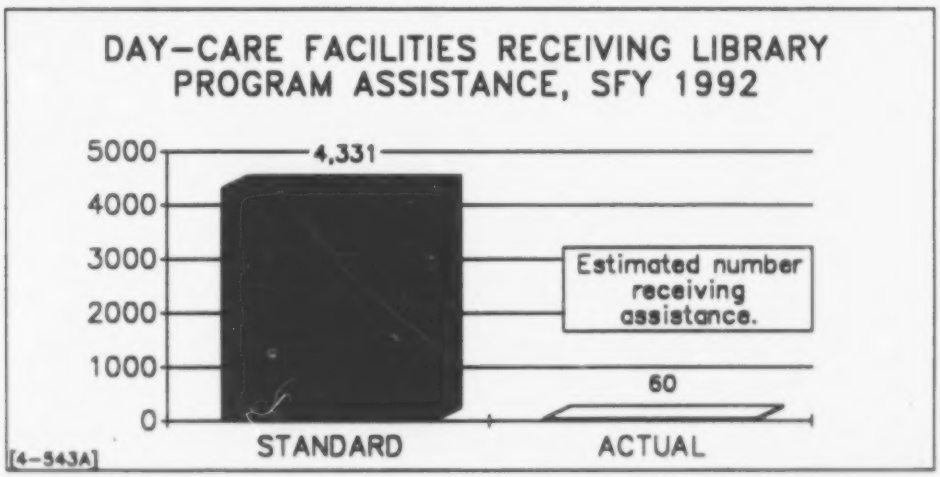
"The library should have a positive program of service to the groups and organizations in its area " (1, Standard 26, ii , p 32)

"The library system should have materials for, and provide services to, individuals and groups with special needs " (1, Standard 26, i , p 33)

"The public library sponsors group activities inside or outside the library within the framework of its program " (1, Standard 27, p 33)

NEED INDICATORS

An administrative standard has been set to serve 33 percent of the 21,656 registered day-care facilities, including family homes, in the state by assisting local libraries in providing library services to staff and children. At an estimated cost of $10,000 per start-up project, $42,710,000 is needed to reach the goal from the current level of service.



OBJECTIVE

To expand public library services to all members of the library's community by enabling libraries to develop local programs.

TASKS

15.1 Assist library systems in providing materials for and establishing local projects in public libraries which will attract new library users.

15.2 Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve programs for day-care facilities.

15.3 Provide grants to local public libraries to develop new services for day-care facilities.

TITLE I

PROJECT 18
ADMINISTRATION

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas.

STANDARDS

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state." (1, Standard 11 ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule." (1, Standard 11 vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service." (1, Standard 13, pp. 24-25)

" The State library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11 v., p.23)

"The State library agency should constantly study and review state laws affecting library service. In cooperation with appropriate legislative and professional groups, the state library agency should propose and develop legislation encouraging, promoting, and supporting quality public library development and interlibrary cooperation." (1, Standard 11 i., p. 23)

NEED INDICATORS

The need for administrative services for the LSCA projects is specified in 34 CFR 80 Uniform and Administrative Requirements for Grants, Part 76 State Administered Programs, and Part 770 Library Services, Public Library Construction and Interlibrary Cooperation.

The need to review, study and make recommendations for state-wide library development is, in part, a preparation for the biennial sessions of the Texas Legislature.

OBJECTIVES

To provide financial and program accountability through the administration of state and federal funds.

To evaluate the current Statewide Library Development program and the state of Texas, and explore needed changes in the Texas State Library and Archives Commission authorization, the Library Systems Act, and other legislation concerning libraries of all types in preparation for the state legislative session in 1997 and the reauthorization of the Library Services and Construction Act or the development of its successor.

To collect and publish statistics from Texas public, special and academic libraries.

TASKS

18.1 Conduct biennial planning and budgeting activities.

a) In odd-numbered years, discuss goal and policy setting option identification with the LSCA Council by May 1 for biennial budget planning.

b) In odd-numbered years, complete system budget guidelines by October 15.

c) In even-numbered fiscal years, prepare a biennial budget for submission to the Library and Archives Commission and Legislative Budget Board by September 1.

d) Submit quarterly reports on key output and efficiency measures to the Legislative Budget Board within 30 days following the close of each quarter.

e) Submit an annual performance report to the Legislative Budget Board by October 31.

18.2 Monitor and revise *Rules for Administering the Library Systems Act*.

a) Seek advice on improvements in the Rules from the Library Systems Act Advisory Board, Major Resource Center directors, and system coordinators.

b) Disseminate to the public proposed Rules.

c) Hold a public hearing on the proposed Rules.

d) Publish *Rules for Administering the Library Systems Act* as adopted by the Texas State Library and Archives Commission.

18.3 Monitor fiscal and program performance.

a) Prepare and submit the LSCA *Annual Report* (performance and expenditure) to the U.S. Department of Education by December 31.

b) Conduct at least five on-site evaluations of systems each year; conduct at least one on-site monitoring visit of each competitive grant and interlibrary loan center each year.

TASKS (Cont'd)

c) Analyze requests for funds quarterly to assess if proper cash management procedures are being followed

d) Notify grant recipients of discrepancies noted in reconciling prior approvals, as listed in the contract and property inventory records by January 31

e) Review grant recipient's financial status reports for accuracy and compliance within 30 days of receipt

f) Conduct inventory of all grant equipment purchased with grant funds in May of odd-numbered years, and of system library materials in November of odd-numbered years

g) Submit audit findings for grantees within 180 days following receipt by grants administrator

h) Prepare and distribute audit manual for grantees by August 31

i) Prepare expenditure report of state and federal funds by September 30 for Legislative Budget Board

j) Minimize grantee unobligated fund balances by August 31

18.4 Prepare LSCA grant application.

a) Complete census data analysis of LSCA priority groups and geographic areas for LSCA documentation by December 31.

b) Complete update of statistical needs assessment for the *Long Range Plan* by January 31.

c) Complete preparation of application and reporting guidelines for grant projects such as Library Systems, Establishment, Special Projects, Title II, and MURL for inclusion in the LSCA *Annual Program* by February 28.

d) Mail drafts of the LSCA *Annual Program* and *Long Range Plan* to the LSCA Advisory Council, and of the *Long Range Plan* to the U.S. Department of Education by March 31.

e) Seek the advice and approval of the LSCA Advisory Council by April 30.

f) Present the LSCA *Annual Program* and *Long Range Plan* to the Commission for approval by May 31.

g) Initiate the Texas Review and Comments process through the Governor's Office of Planning and Budget by June 30.

h) Publish and disseminate the *Annual Program* and *Long Range Plan* by August 31.

i) Receive Department of Education approval of the LSCA *Annual Program* and *Long Range Plan* by September 30.

TASKS (Cont'd)

18.5 Conduct program administration activities

a) Mail notices announcing the availability of grant programs (Establishment, Special Projects, and Title II) by August 31.

b) Mail grant guidelines for the Special Projects and Title II programs by September 30, guidelines for Major Urban Resource Libraries program and Establishment Grant program by November 15, and guidelines for interlibrary loan by December 1.

c) Complete negotiations with referral libraries and mail final interlibrary loan contracts by July 15.

d) Mail system contracts by August 1, and mail contracts for all other grantees, including academic libraries receiving reimbursement for interlibrary loans to public libraries by August 15.

18.6 Identify necessary changes in services at the local, regional and state levels to meet projected needs.

18.7 Identify changes in statutory and administrative law, administrative structure, and funding patterns necessary to implement improved services.

18.8 Publish *Texas Academic Library Statistics* and *Texas Public Library Statistics* annually.

18.9 Collect, edit and forward public library data to the U.S. Department of Education in support of its Federal-State Cooperative System for Public Library Data (FSCS) program.

18.10 Collect, edit and forward academic library data to the U.S. Department of Education in support of its Integrated Postsecondary Education Data System (IPEDS) program.

18.11 Examine trends in public library and Statewide Library Development program performance, issuing a report by December 31.

18.12 Publish annual performance statistics for Statewide Library Development programs in the Division newsletter by February 28.

TITLE 2

PROJECT 1
CONSTRUCTION

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas.

STANDARDS

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1.ii., p. 16, also Standards 60-66 "Physical Facilities, pp. 56-64)

"The library's building should offer to the community a compelling invitation to enter, read, listen, and learn. The building should be flexible enough to accommodate changing patterns of use, a growing collection, and a variety of material formats. (2, Standard "Facilities", p. 19)

NEED INDICATORS

An administrative standard has been set for the minimum space requirements of public libraries at:

Population Served	Minimum Space Requirements
1 - 6,667	5,000 square feet
6,668 or more	.75 square feet per capita

A total of 5,601,287 square feet of library floor space would have to be added to existing buildings to meet standards. Facilities constructed prior to 1943, which total 826,043 square feet, are fully depreciated and in need of replacement. The cost for such additional and replacement construction at an estimated $85 per square foot would total $546,323,050. Site acquisition is not included in this estimate.

LIBRARY BUILDING SURVEY
TABLE I
SUMMARY DATA, 1992

Population Group	Number of Libraries	Total Sq Ft	Average Sq Ft	Population Served	Sq Ft Per Capita
1 - 1,999	59	126,132	2,138	47,330	2.66495
2,000 - 4,999	104	338,206	3,252	357,116	0.94705
5,000 - 9,999	104	649,257	6,243	758,173	0.85634
10,000 - 24,999	96	763,843	7,957	1,564,355	0.48828
25,000 - 49,999	46	622,038	13,523	1,645,044	0.37813
50,000 - 99,999	18	513,133	28,507	1,334,615	0.38448
100,000 - 199,999	17	918,603	54,035	2,458,372	0.37366
200,000 - 499,999	5	690,603	138,121	1,642,973	0.42034
500,000-	5	2,158,140	431,628	5,278,415	0.40886
State Totals:	454	6,779,955	14,934	15,086,393	0.44941

TABLE II
LIBRARIES BELOW STANDARD, 1992

Population Group	Number of Libraries	Number Below	Percent Below	Total Sq Ft Lacking	Population Served Below	Percent of Population Below
1 - 1,999	59	56	94.92	187,934	47,330	100.00
2,000 - 4,999	104	79	75.96	214,450	268,428	75.17
5,000 - 9,999	104	66	63.46	164,316	495,932	65.41
10,000 - 24,999	96	78	81.25	473,946	1,280,757	81.87
25,000 - 49,999	46	43	93.48	627,555	1,529,737	92.99
50,000 - 99,999	18	16	88.89	536,780	1,189,530	89.13
100,000 - 199,999	17	17	100.00	925,179	2,458,372	100.00
200,000 - 499,999	5	5	100.00	541,628	1,642,973	100.00
500,000-	5	4	80.00	1,929,499	4,271,538	80.92
State Totals:	454	364	80.18	5,601,287	13,184,597	87.39

TABLE III
LIBRARIES AT OR ABOVE STANDARD, 1992

Population Group	Number of Libraries	Number At or Above	Percent At or Above	Population Served At or Above	Percent of Population At or Above
1 - 1,999	59	3	5.08	0	0.00
2,000 - 4,999	104	25	24.04	88,688	24.83
5,000 - 9,999	104	38	6.54	262,241	34.59
10,000 - 24,999	96	18	18.75	283,598	18.13
25,000 - 49,999	46	3	6.52	115,307	7.01
50,000 - 99,999	18	2	11.11	145,085	10.87
100,000 - 199,999	17	0	0.00	0	0.00
200,000 - 499,999	5	0	0.00	0	0.00
500,000-	5	1	20.00	1,006,877	19.08
State Totals:	454	90	19.82	1,901,796	12.61

TABLE IV
DECADE/YEAR OF CONSTRUCTION

Decade Yr Built	Number of Buildings	Percent of Total Units	- - - - Cumalative - - - - Number of Buildings	Percent of Total Units	Total Sq Ft	Percent of Total Sq Ft	- - - - Cumalative - - - Total Sq Ft	Percent of Total Sq Ft
PRE -1940	118	17.74	118	17.74	779,329	11.49	779,329	11.49
1940-1949	25	3.76	143	21.50	147,872	2.18	927,201	13.68
1950-1959	71	10.68	214	32.18	501,451	7.40	1,428,652	21.07
1960-1969	132	19.85	346	52.03	1,147,371	16.92	2,576,023	37.99
1970-1979	163	24.51	509	76.54	2,110,862	31.13	4,686,885	69.13
1980-1989	145	21.80	654	98.35	2,010,145	29.65	6,697,030	98.78
1990	6	0.90	660	99.25	52,800	0.78	6,749,830	99.56
1991	5	0.75	665	100.00	30,125	0.44	6,779,955	100.00
TOTALS	665				6,779,955			

TABLE V
DEPRECIATION BY YEAR OF CONSTRUCTION

Decade/Yr Built	Number of Buildings	Total Sq. Ft.	Percent Depreciated	Depreciated Square Feet	- - - - - Cumalative - - - - Depreciated Square Feet	Percent of Total Sq Ft.
PRE -1940	118	779,329	100	779,329	779,329	11.49
1940-1949	25	147,872	100-86	136,779	916,108	13.51
1950-1959	71	501,451	84-66	365,793	1,281,901	18.91
1960-1969	132	1,147,371	64-46	622,833	1,904,734	28.09
1970-1979	163	2,110,862	44-26	721,062	2,625,796	38.73
1980-1989	145	2,010,145	24- 6	331,714	2,957,510	43.62
1990	6	52,800	4	2,112	2,959,622	43.65
1991	5	30,125	2	603	2,960,225	43.66
TOTALS	665	6,779,955		2,960,225		43.66

OBJECTIVE

To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available

TASKS

1.1 Maintain current information on the need for library facilities by regularly updating a computerized database of public library physical facilities.

1.2 Award Title II grants for major construction projects to qualifying public libraries in years in which Title II funds have been appropriated.

1.3 Award Title II grants for disability access remodeling projects to qualifying public libraries in years in which Title II funds have been appropriated.

1.4 Increase the number and size of public library physical facilities through new construction, renovation or remodeling, by adding square feet in the amount of-

1996	1997	1998	1999
92,000	88,000	85,000	80,000

TITLE 2

PROJECT 2
TECHNOLOGY ENHANCEMENT

GOAL

To assist in financing and supporting improved library services and increased library resources in Texas

STANDARDS

"All possible adminsitrative and organizational means should be employed to extend local and area-wide resources...." (1, Standard 4, ii., p. 18)

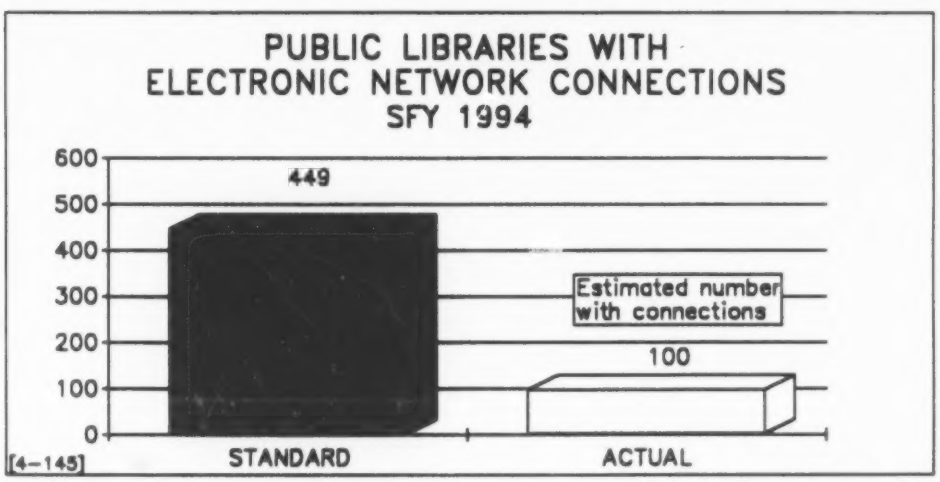
"Supportive services for the system should be organized for the greatest economy and efficiency ..." (1, Standard 4, iii , p. 18)

"The state program for library service should utilize all existing resources and agencies." (1, Standard 12, p. 24)

"Public library service requires the use of all sources of information." (1, Standard 22, p 31)

NEED INDICATORS

An administrative standard has been set to have ninety (90) percent of all public libraries in the state connected to an electronic network for the purpose of enhancing services to library patrons by utilizing information in electronic format. An estimated twenty (20) percent are currently connected. At an estimated cost of $10,000 per site, 3 49 million dollars is needed to reach standard from the current level of service.



OBJECTIVE

To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available

TASKS

2.1 Create an "electric information service" at the Texas State Library to better serve patrons, state agencies, and other libraries by adding the hardware and software necessary to provide access to information in electronic format made possible by new information and communications technologies. By implementing this "electronic information service" the Texas State Library will expand the level of public library services that it provides.

2.2 Expand the "electronic information service" at the Texas State Library by connecting small, medium, and large public libraries, allowing them to better serve the general public.

TITLE 3

PROJECT 2
ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS

GOAL

To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

STANDARDS

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include ... regular and frequent exchange of materials among member libraries and the headquarters unit." (1, Standard 4 i and ii, p. 18)

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, pp. 21-22)

"The headquarters unit makes available the necessary supporting and bibliographic information, or access thereto, to locate facts and specialized resources in the area, state, and the nation." (1, Standard 3.iv., p. 18)

"Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or interlibrary loan." (1, Standard 4 i., p. 18)

"The library should provide access to resources outside the immediate community through interlibrary loan, Major Resource System membership or other networks. The library participates in Major Resource System-coordinated interlibrary loan. The library participates in Major Resource System-coordinated sharing of resources." (2, Standard "Services, Information Services", p. 16)

"The State library agency should assume a leadership role in ... plans ... for ... interlibrary cooperation...." (1, Standard 11 ii., p.23)

"All possible administrative and organizational means should be employed to extend local and area-wide resources...." (1, Standard 4. ii., p. 18)

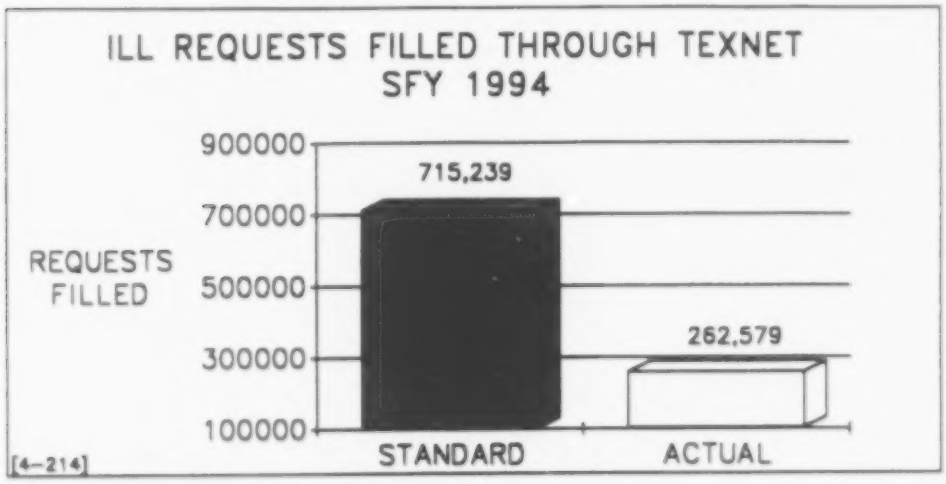
"The State library agency should assume a leadership role in ... plans ... for ... interlibrary cooperation...." (1, Standard 11 ii., p. 23)

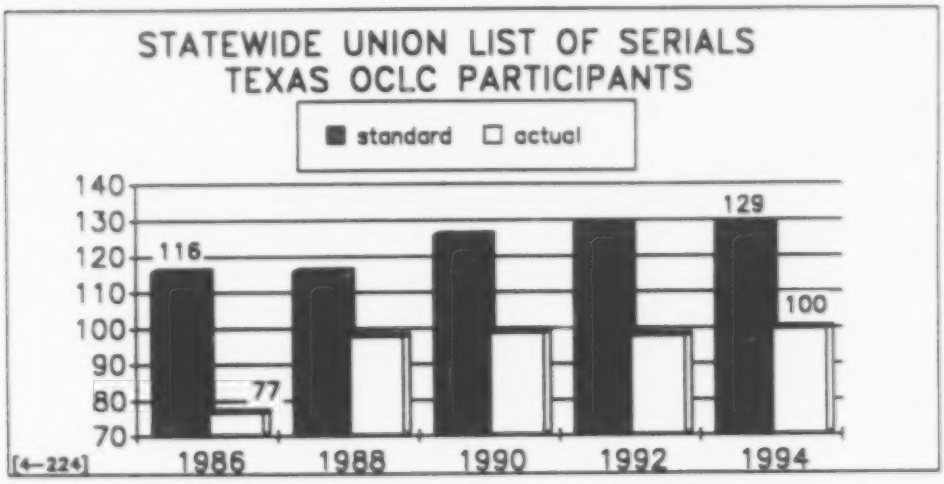
"The State program for library service should utilize all existing resources and agencies." (1, Standard 12, p.24)

"Public library service requires the use of all sources of information." (1, Standard 22, p.31)

NEED INDICATORS

The standard for library requests filled through TexNet was administratively set at one percent of total public library circulation. At an average cost of $6.50 per request filled, $2,942,290 is needed to bring ILL service from the current level up to standard.





An administrative standard has been set to have 50 percent of non-OCLC public libraries with collections over 50,000 titles add their holdings to the OCLC Texas GAC. At an average cost of $7,500 per library, an estimated $562,500 is needed to reach the standard. Implementation of this standard is contingent on the level of state and federal funding.

An administrative standard has been set whereby all 10 public library systems should be conducting projects to share resources and information among the system headquarters and the member libraries. At an average cost of $50,000 per system, $300,000 is needed to add the remaining six system centers.

OBJECTIVES

To provide interlibrary loan services and answers to informational inquiries through a network of public, academic and special libraries.

To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

TASKS

2.1 Increase interlibrary loan requests filled by TexNet.

1996	1997	1998	1999
265,800	265,800	270,000	270,000

2.2 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least every two years.

2.3 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

2.4 Add machine-readable bibliographic records to state or regional databases at the following rate.

1996	1997	1998	1999
10,500	10,500	11,000	11,000

2.5 Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries may be profiled into this statewide union list and may receive financial assistance in adding their holdings to the database. The number of locations (summary holdings statements) shown on the union list will be:

1996	1997	1998	1999
681,000	694,000	708,000	721,000

2.6 Encourage public, academic and other libraries to submit Title III grant applications to add their holdings to the statewide union list. This task is contingent on the level of state and federal funding.

2.7 Add the holdings of fifty percent of the non-OCLC public libraries with over 50,000 titles to the OCLC Group Access Capability database, beginning September 1996. This task is contingent on the level of state and federal funding.

2.8 Achieve 12,000 system-supported reciprocal borrowing transactions annually.

2.9 Monitor the number of reciprocal borrowing agreements established between nearby libraries.

2.10 Achieve 20,846 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

TASKS (Cont'd)

2.11 Award LSCA Title III grants totaling from $150,000 to $300,000 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries. This task is contingent on the level of state and federal funding.

2.12 Create an "electronic information service" at the Texas State Library to better serve patron, state agencies, and other libraries by adding the hardware and software necessary to provide access to information in electronic format made possible by new information and communications technologies. By implementing this "electronic information service" the Texas State Library will expand the level of public library services that it provides.

2.13 Expand the "electronic information service" at the Texas State Library by connecting small, medium and large public libraries, allowing them to better serve the general public.

REFERENCES

1 *Minimum Standards for Public Library Systems, 1966* (American Library Association, 1967)

2 *Guidelines for Texas Public Libraries* (Texas Library Association, 1992)

3 *ALA Interim Standards for Small Public Libraries*

4 *Standards for Libraries at Institutions for the Mentally Retarded* (American Library Association, 1981)

5 *Library Standards for Juvenile Correctional Institutions* (American Correctional Association and the American Library Association, 1975)

6 *Library Standards for Adult Correctional Institutions* (American Library Association/American Correctional Associations (ASCLA) Joint Committee on Institutional Libraries, 1981)

7 *Standards and Guidelines for Client Library Services in Residential Mental Health Facilities* (Association of Specialized and Cooperative Library Agencies, 1987)

APPENDICES

AUTOMATION AND RESOURCE SHARING PLAN

Texas State Library
FY 1996 to FY 1999

INTRODUCTION

This plan was prepared in accordance with Public Law 101-254, the Library Services and Construction Act Amendments of 1990. Its purpose is to comply with Section 304 of the Library Services and Construction Act. Additionally, it was prepared as a way to inform Texas citizens and librarians of the programs and services offered by their State Library. Comments and input regarding the automation and resource sharing program presented in this document are encouraged.

The Texas resource sharing program is not a single identifiable program. Rather, it is a combination of a number of distinct projects working together to form a statewide resource sharing program. By weaving the thread of resource sharing through many activities, a wider range of services can be offered to more libraries. It also enables resource sharing to continue to develop even if one of the component projects experiences funding, performance or other problems.

History

Before 1988, the Resource Sharing Plan followed the discussion issues listed in the Library Services and Construction Act. The format was greatly revised for the FY 1988 to FY 1990 *Long Range Plan* to explain the component projects more clearly, and to show how they are organized into a cohesive and rational overall program of development. The projects were renamed at that time to make them easier to identify and provide a reference to their purpose.

In addition to renaming existing projects, new projects (Leadership, and Neighbor) were proposed. These projects were designed to develop the policies, standards, and technical capabilities needed to maintain an effective resource sharing program as new technology for shared and linked systems becomes available.

It is the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. Therefore, in the *Long Range Plan* for FY 1989 to 1991, "Automation" was added to the title of the Resource Sharing Plan.

Philosophy

The basic tenets of the Automation and Resource Sharing Plan are

- that resource sharing in Texas should be built on a foundation of local networks rather than a statewide database beyond that which we already have from participation in OCLC
- that automated library systems should be designed with the fewest barriers possible to sharing information, to future networking, and to taking advantage of future technological advances
- that major automated files which represent large investments, such as bibliographic and patron files, should be transportable to upgraded systems

The goal of resource sharing in Texas is to support the Library Development Division's mission of ensuring that needed library services and materials are accessible to every resident, that access is provided in a cost-effective manner, and that the cost is distributed fairly.

Appendix A

A Foundation of Local Networks

Resource-sharing requires three basic components: a method of locating information or materials, a method of communicating the request to the owning library or information source, and a method of bringing the user and the materials or information together. A number of states have chosen to create state-wide databases or even state-wide automated systems as the method of locating materials and communicating requests. This is a very effective method where the geographic area covered is small and the delivery system fast and inexpensive. Because Texas is so large, a statewide database would include items in libraries that a user could not easily get to themselves or that could not be delivered to the user within a reasonable time and cost. A state-wide database would also be very large and cumbersome, since there are so many libraries and books in Texas. Therefore, resource sharing based on networks within smaller geographic areas (the size of many other entire states) is more appropriate for Texas. Access to materials and information not found within the local library or local network is then provided at a higher level through the statewide interlibrary loan network or the Internet.

Sharing of materials should begin at the local level with nearby libraries entering into reciprocal borrowing agreements. Project Neighbor is the component of the Automation and Resource Sharing Plan that encourages reciprocal borrowing agreements.

As needs grow, libraries should extend their resource sharing by establishing shared automated systems or linking existing systems. Sharing or linking of systems facilitates reciprocal borrowing and enables lateral interlibrary lending. While consulting and training is available to help libraries do this, funding constraints severely limit the financial assistance that the State Library can currently provide in this area.

For needs which cannot be met locally, libraries should use a broader range of sources, including the OCLC statewide database for interlibrary loan of materials on a referral basis, state or national online resources, or one of the reference referral centers for answers to reference queries. This level is supported through projects Build, List, TexNet, Loan, and Link. Project Build provides funds for the addition of the holdings of the libraries to the Texas Group database. Project List develops the Texas Union List of Serials. Project TexNet maintains eleven interlibrary loan centers, through which Texas public, special, and academic libraries can obtain materials on interlibrary loan that are not available locally or through the Texas Group. Project Loan reimburses libraries that are net lenders through TexNet. Project Link provides libraries with access to online information and bibliographic databases not available locally.

Future Flexibility

The second tenet of the Automation and Resource Sharing Plan looks forward to increasingly sophisticated library technology. In the 1960's, only the largest and best funded libraries, mostly academic, could even begin to think about automation, and each library generally had to develop its own system. In the early 1970s, commercial mainframe and minicomputer systems became available and automating was possible for many large libraries. Since then, less expensive systems have become available on smaller computers, and during the 1980s, many library functions have been automated on microcomputer systems. Rapid advances continue to be made in providing increased processing power and storage capacity at lower costs, in more sophisticated programming, and in improved telecommunications.

When library processes were first being automated, each library and each commercial system developed its own way of doing things. This made it extremely difficult to move information between libraries or between systems. A need was recognized for national and international standards for machine-readable

library files, which have since been developed. Standards are also being created for hardware and software that, if adhered to, will make it much easier to communicate between libraries. One of the goals of Project Leadership is to adopt standards for machine-readable records, software, and hardware. By following these standards, Texas libraries will increase their future ability to network at minimum expense.

Conservation of Capital Investments

The third tenet of the Automation and Resource Sharing Plan is to help Texas libraries ensure that capital investments made in automated files will retain their value as libraries move to newer or larger automated systems. The cost of automating manual bibliographic files is often almost as much as hardware and software costs for large libraries, and much more than the hardware and software for small ones. Hardware and software wear out and become obsolete or inadequate as the library grows. A bibliographic record can last as long as the title is in the collection, provided the record is in a form that can be moved from system to system. Project Leadership identifies standards for automated systems and their files that guard against future duplication of effort in producing machine-readable records and facilitate linking.

Automation and Resource Sharing Policy

The highest priority in state funding of library automation is support for projects that contribute to resource sharing. The money available for automation is small compared to the amount necessary to automate the state's libraries. By using it for projects that support resource sharing, the benefits will be more widely recognized.

Some resource sharing projects are in place and funded on a continuing basis (List, TexNet, Loan, and Link). If other funding becomes available, we will try to facilitate the inclusion of Texas Group selective members' bibliographic records into the OCLC database to make these materials available directly, through interlibrary loan, to users of the other participating libraries. The individual project descriptions that follow, and the grant guidelines for each program, included in the Texas State Library *Annual Program*, include the specific policies for each resource sharing project.

Level of Resource Sharing	Implementation
1	Project Neighbor/reciprocal borrowing Systems
2	Project Neighbor/lateral interlibrary loan Project Leadership Systems
3	Project TexNet Project Build Project List Project Loan Project Link

The Library Development Division's largest grant program, the System Operations Grants for the Major Resource Systems serving local public libraries, include automation and resource sharing projects among their wide variety of activities. With the approval of the State Library, systems design a wide range of projects to meet their two major responsibilities, promoting cooperation among local libraries and improving local public library service. The automation and resource sharing activities of the systems include:

Assistance to Individual Libraries. Systems provide varying levels of assistance to individual libraries' automation efforts, which are included under the Project Leadership Technical Standards. Systems may require reciprocal borrowing or other resource sharing for local libraries to obtain assistance. Systems may also devise reimbursement programs for reciprocal borrowing under Project Neighbor and for telecommunications expenses under Project Link.

Union Catalog Projects. Libraries participating in union catalog projects funded by systems will be required to share resources. This might include local interlibrary loan, sharing bibliographic records for cataloging, and reciprocal borrowing.

Current Cataloging. Systems may assist member libraries with projects that provide current cataloging in conformance with Project Leadership Standards. When a system provides this service, the system long range automation plan must address the issues of storage and maintenance of the records. Systems may fund retrospective conversion only when there are plans to use the records in an automated system in the immediate future.

Microcomputer Assistance. Many systems purchase microcomputers and software for member libraries. They also provide consulting, workshops, and hands-on training to assist local libraries. In general, system support for these activities does not require resource sharing. However, some microcomputer applications will come under Project Leadership.

GOAL

The goal for resource sharing in Texas is:

> **To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.**

This is Goal 2 of the missions and goals as stated in the *Long Range Plan for Statewide Library Development, 1996-1999.*

OBJECTIVES

The objectives and need for the projects in this Automation and Resource Sharing Plan are also identified as part of this goal in Chapter 3 of the *Long Range Plan for Statewide Library Development.* Each of the projects described in this plan contributes to the achievement of one or more of these objectives.

Objective: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.8 Increase interlibrary loan requests filled by TexNet.

1996	1997	1999	1999
265,800	265,800	270,000	270,000

Task 2.9 Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least every two years.

Task 2.10 Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

Objective: To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

Task 2.4 Add machine-readable bibliographic records to state or regional databases at the following rate:

1996	1997	1998	1999
10,500	10,500	11,000	11,000

Task 2.5 Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries may be profiled into this statewide union list and may receive financial assistance in adding their holdings to the database. The number of locations (summary holdings statements) shown on the union list will be:

1996	1997	1998	1999
681,000	694,000	708,000	721,000

Task 2.6 Encourage public, academic, and other libraries to submit Title III grant applications to add their holdings to the statewide union list. This task is contingent on the level of state and federal funding.

Task 2.7 Add the holdings of fifty percent of the non-OCLC public libraries with over 50,000 titles to the OCLC Group Access Capability database, beginning September 1993. This task is contingent on the level of state and federal funding.

Objective : To encourage public libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts.

Task 2.11 Achieve 12,000 system-supported reciprocal borrowing transactions annually.

Task 2.12 Monitor the number of reciprocal borrowing agreements established between nearby libraries.

Objective : To facilitate reciprocal borrowing by encouraging shared integrated automated systems.

Task 2.13 Award LSCA Title I matching grants totaling from $100,000 to $200,000 annually for public libraries to purchase shared automated library systems, or to link existing automated systems. This task is contingent on the level of state and federal funding.

Objective : To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries.

Task 2.11 Award LSCA Title III grants totaling from $150,000 to $300,000 annually to conduct demonstration and cooperative projects among public, academic, school, and special libraries. This task is contingent on the level of state and federal funding.

Task 2.14 Achieve 20,846 system-supported interlibrary loan transactions (reference referral and lateral interlibrary loan) annually.

OVERVIEW

This summary is designed to give the reader a brief and quick overview of the Texas State Library's Automation and Resource Sharing Plan, 1996-1999 . Please consult the individual project descriptions which follow for specific details.

Project Neighbor	Nearby local libraries will enter into optional agreements with each other to allow their patrons free direct borrowing from their collections or to provide interlibrary loan from their collection.
Project Leadership	Standards and guidelines for library automation projects which are funded by state or federal grants. The standards and guidelines will be optional for those projects paid for with local funds.
Project Build	Funds provided to build the database of Texas library holdings on OCLC. This database will continue to serve as the primary location tool for the state's interlibrary loan network.
Project List	The current Texas Union List of Serials (UTXL) will be maintained and enhanced. This database provides convenient access to information about the periodical holdings of the major public and academic libraries.
Project TexNet	The TexNet interlibrary loan network will continue to provide interlibrary lending services through agreements with the major Texas public libraries.
Project Loan	The program of reimbursing Texas libraries for lending materials to Texas public, academic, and special libraries through the state interlibrary loan network will be maintained.
Project Link	A telecommunications network providing access to local, state and national resources to Texas libraries is being built.

PROJECT NEIGHBOR

COMMENTARY The basic premise for Project Neighbor is that materials sharing should begin with libraries in close proximity to each other. Materials sharing can be accomplished through reciprocal borrowing or lateral interlibrary loan.

Often the best way to provide the typical library user access to materials not owned by their host library is to allow them to have free and direct borrowing privileges in the other libraries in their community. This type of access is often referred to as "direct borrowing" or "reciprocal borrowing."

By enabling the patrons to fully use the materials in nearby libraries, a number of benefits will occur:

* the materials can be obtained as quickly as the patron is willing to go get them; with interlibrary loan, the patrons must wait until their library sends their request, the lending library responds affirmatively, the post office delivers the item and the host library notifies the patron that it can be picked up;
* there is less need to have union catalogs of libraries' holdings, although these can be helpful to the patron; while it is very important to know what libraries own with interlibrary loan, it is very expensive to build these types of union catalogs and this cost can be avoided when the patrons can go get the materials close by;
* there is less need for a powerful, computerized communication system, which is crucial to timely delivery of materials in interlibrary loan; all that is necessary in a local community is the ability to telephone the neighboring library to check on the availability of an item.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

Goal 1 - Objective B:

"[The Texas Library Association should] promote the development of statewide reciprocal borrowing by conducting a study designed to identify the level at which such a procedure could be effectively implemented."

"Access Texas: Partnerships for Libraries" was published in July of 1993, after a three-year planning process involving about 100 librarians and lay people statewide. One of the long-range objectives of this document is a statewide library card. While funding is currently unresolved, the Texas State Library is working with the Texas Library Association to develop a concrete proposal for a statewide library card. While that proposal is being developed, State Library staff will continue to encourage a strong foundation of local reciprocal borrowing agreements.

Sometimes direct borrowing is not feasible. In those instances, interlibrary loan between neighboring libraries (lateral interlibrary loan) may be a good alternative.

DESCRIPTION The fundamental plan for Project Neighbor is simply that local libraries will enter into agreements to serve each other's patrons directly or through lateral interlibrary loan. It is entirely optional for any library to participate in such an agreement.

It is expected that the libraries that enter into such an agreement will be within easy driving distance of each other. This will probably mean that they are no more than 40 miles apart, since it is unlikely that patrons would drive further than that.

The libraries that enter into such agreements with each other can be the same type (e.g., all public libraries) or they could be of different types (e.g., three public, one school, two academic and two special libraries).

It would be up to each community to determine whether or not participating libraries would be reimbursed. In many cases it is likely that the libraries would agree not to seek reimbursement. In other cases, they will agree to reimburse each other from their library budgets at an agreed upon rate. In still other cases, the libraries might seek to be reimbursed by the Major Resource System, if their system offers such a program. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. The patron would not be charged for using the library or checking out materials.

The Texas State Library's role in Project Neighbor will be to encourage the development of these direct borrowing and lateral interlibrary loan agreements among libraries, offering workshops and training on the subject and providing suggested or sample agreements which can serve as guides.

Title III and Project Neighbors grants funded through the State Library will be required to meet the reciprocal borrowing guidelines found in Appendix A3.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of developmental consulting or it could involve providing the funds which will reimburse the local libraries. It will be up to each system, using its own decision making structure, to determine how it wants to help.

TIMELINE

Any library can participate whenever it chooses to do so. Some Texas libraries already have formal and informal agreements with each other. The project will be ongoing, without a termination date.

PROJECT LEADERSHIP

COMMENTARY Under Project Leadership, the Texas State Library has developed a set of standards and guidelines for Texas library automation projects. These standards provide a consistent approach for future resource sharing and will help assure local libraries that they can transport their databases to future technologies at minimum cost.

It is important that certain key elements be standardized to enable Texas libraries to exchange information with each other in both online and off-line environments. Although Texas libraries can automate without adhering to any standards or guidelines, there will be situations in the future which could penalize libraries that automate without regard to the accepted bibliographic or communication standards.

DESCRIPTION Project Leadership involves the establishment of two types of standards and guidelines: 1) technical standards and guidelines which address the issues of compatibility, accessibility, and exchangeability of data in an automated environment, and (2) standards and guidelines which discuss access to the library's collection by other libraries and patrons in an automated environment.

In developing and updating the technical standards and guidelines, the staff of the Texas State Library obtained the advice of Texas librarians who have technical automation expertise. The resulting standards and guidelines can be found in Appendix A1.

Examples of technical automation topics covered by the standards and guidelines are: cataloging and encoding, machine-readable records, system capabilities, networking standards, optical media, and remote access.

Automation projects funded by state or federal funds through the State Library will be required to meet Project Leadership automation standards and guidelines. The standards will be optional for those libraries which are automating with local or private funding. However, by following the standards, these libraries can be more confident that their system could be integrated into any future state resource sharing communication system. They can also be more assured that their machine-readable database, an asset which represents a large investment in time and money, will be able to be moved to a new automated system when their current one becomes too small or technically obsolete.

TIMELINE The first standards were adopted by the Texas State Library and Archives Commission in July 1990. They have applied to Major Resource Systems grants beginning in FY 1993, and to all other grants beginning in FY 1992. A major revision of the standards was written in FY 1995, with input from key members of the public and academic library community. We anticipate adoption by the Texas State Library and Archives Commission in May, 1995. They will go into effect in September, 1995.

The standards are continually subject to modification to reflect changing needs, developing technologies, and emerging national trends. The Texas State Library encourages suggestions and opinions from MRC Directors, System Coordinators, System Automation Consultants, consortia and organizations involved in library automation activity, and individuals. Proposed amendments which result from these

suggestions will be forwarded to the LSCA Advisory Council for consideration. Changes approved by the State Library and Archives Commission will take affect at the beginning of the State fiscal year following approval, unless otherwise provided for. Suggested changes to these standards should be submitted in writing by the first of June each year to the State Library. The complete updating procedure is found in Appendix A2.

PROJECT BUILD

COMMENTARY The goal of Project Build is to continue building the database showing the holdings of the Texas public libraries and form a Group Access Capability database on OCLC that is available to non-OCLC members. This database is the backbone of Project TexNet.

If the nearby library collections available under Project Neighbor have been searched and the needed material is still not located, the TexNet interlibrary loan component of resource sharing is available. TexNet allows the host library to obtain the materials from a more distant library. For those libraries that can not participate in Project Neighbor because of fiscal, political or geographic reasons, TexNet interlibrary loan is the only link their patrons have to the vast collections housed in other libraries.

In order for TexNet to be a reasonably quick and cost effective service, databases must be available which show the locations of the desired material. Without the knowledge that the book or journal is held by a specific library, the librarian must send the borrowing requests "blind." This results in a great deal of work with a lower probability of success.

For over twelve years, the major public and academic libraries in Texas have used the OCLC database for cataloging and as a means to show other libraries what they own. In February 1994, this database contained over 26 million holdings for the 199 Texas institutions that contribute to the database.

The OCLC database is the backbone of TexNet, especially since OCLC also provides the communication mechanism to transmit the requests and responses. It also contains the holdings information for the major library collections around the country.

In order to guarantee that the holdings of the TexNet Center libraries are included in this database, the State Library funded the Interlibrary Loan Center Bibliographic Network Project for about ten years. This project (often called "BibNet") funded some of the costs for the ten TexNet Centers libraries to catalog their materials on the OCLC system. Project Build carries on this program by adding the holdings of smaller Texas public libraries to the Texas Group database.

DESCRIPTION Project Build originally provided funds to reimburse the major Texas public libraries for the cost of adding their cataloging records to the OCLC database. Beginning in FY 1994 it will provide funds to tapeload the holdings of Texas public libraries to the OCLC Texas Group database, if funding is available.

In this process of building an online database of Texas library holdings, the capability of producing an off-line database is also being created. The records created by cataloging on OCLC are saved to computer tape. The tapes of any number of libraries can be merged together and, with additional processing, be used to create a combined catalog on microfilm, microfiche, compact disk, laser disk, or another online system.

Since a number of other states have created statewide databases using the new laser technology, the Texas State Library has studied this as an option. The following outlines why currently there are no plans to develop such an off-line database:

* tape processing costs: Texas libraries own so many items that there would be a significant cost to process all the tapes. The tapes would, at minimum, require both deduplication and merging. It would also be important to "flip" them to AACR2 cataloging and do authority control;

* mastering costs: Once all the records have been processed, the next step is to master these onto the microfiche, compact disk or whatever medium was selected. For a database of this size (estimated at over 5 million records after dedupping and merging), the current technology does not provide a suitable format, even with the recent advances in low cost storage. A microfiche database would contain thousands of separate fiche. A single compact disk can hold about 650,000 records and a 12 inch laser disk holds about a million. The costs for mastering such disks (about $10,000 currently) would be incurred for each of the separate disks required.

* equipment costs: In order to search the compact or laser disk, each library would have to own a microcomputer; this micro would have to be set up in a convenient place for the interlibrary loan librarian and/or the patrons to use and it would have to be available at convenient times. While more and more Texas public libraries are getting this equipment, there are still a large number that do not have it. In addition to the basic micro, the library would have to own a disk drive for that particular disk format. With the database taking up more than one disk, it would be much more convenient to have multiple disk drives, although it would not be absolutely necessary. The costs for all this equipment could easily total over $5,000 for each complete unit; large libraries would also need a number of units, for the multiple branch locations.

* communication system: If a library were to have the necessary equipment and the state database on compact or laser disk, it would only enable them to search and locate the items that their patrons want. They would then need to go to a communication system to transmit the request to the possible lending libraries. Of course, all the lending libraries would have to be connected to this same communication system. It would be important for the communication system to also provide management, storage and statistical functions, as well as the ability simply to transmit and receive messages. Such systems are available to use with databases on compact or laser disk, but they require still more equipment and use costs.

* redundancy/duplication of effort: The current resource sharing system (see Project TexNet) is based on the OCLC system; 199 Texas libraries are members of OCLC or the Texas Group, which offers them an online database of the holdings of over 18,000 libraries in the United States and sixty-one foreign countries, as well as a full function communication system. Without a significant savings in cost, it does not appear wise to produce an off-line database and construct another communication system to provide a lower level of service than is available through the OCLC system. Using the OCLC system has the added advantage of being a resource sharing network based upon a service that a large number of Texas libraries are buying on their own to prepare their cataloging. Considering the relatively low level of interlibrary lending compared with total circulation, it is

more appropriate to use an existing network, such as OCLC, than to spend larger amounts to create an alternative system.

TIMELINE

Project Build is an ongoing program of the State Library. From FY 1978 through FY 1991 support was given to adding the holdings of the ten largest public libraries to the OCLC database. Beginning in FY 1994 Project Build will tapeload the records of smaller public libraries to the Texas Group database, as funds are available. There is no anticipated termination date because it is important to keep building the database of Texas library holdings for resource sharing purposes.

PROJECT LIST

COMMENTARY

Access to journal articles is a very important aspect of any interlibrary loan program, especially for academic and special libraries. A great deal of time and money is wasted if libraries try to obtain photocopies of articles from libraries that do not have the particular journal issue that contains the desired article.

The generally accepted solution to this problem is to develop a union list of serials which shows the combined holdings of the participating libraries. Local or regional union lists are valuable when the patron can determine that a nearby library owns the title and issue that is being sought. Statewide lists are valuable when the librarian is searching for material to obtain on interlibrary loan.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

Goal 1 - Objective A:

"[The Texas Library Association should] promote the development of an online, statewide union list of serials through the appointment of a task force or the awarding of a research grant."

The Texas Union List of Serials (UTXL) is a statewide union list maintained on the OCLC database and produced on microfiche. It was created in 1985 using the OCLC serials subsystem. As of June 1992 UTXL contained over 627,000 item locations for the 98 participating Texas public, academic and special libraries. It is the only statewide union list of serials being maintained in Texas currently.

DESCRIPTION

Project List is a continuation of the Texas Union List of Serials (UTXL). Although the primary purpose of the project is to support the interlibrary borrowing of periodical photocopies, there are a number of potential corollary benefits which result from this union list information. One additional benefit is having information about other libraries' holdings when making decisions about purchasing or terminating serial titles. These lists are also quite helpful between Project Neighbor participants when patrons wish to travel to a nearby library to get the material directly.

The UTXL union list can be searched online by any OCLC member library in the state or nation. UTXL records of Texas Group member libraries are also available to selective members of the Texas Group (see project TexNet). A microfiche copy of the list was produced annually through FY 1991.

Groups of libraries can apply for a Title III grant to pay for the staff, equipment and data entry costs to create a regional union list and add their records to UTXL at the same time. This project is subject to availability of funds.

TIMELINE

In accordance with the original design of the UTXL, funding for FY 1992 and beyond will be set at a maintenance level of about $1,500.

PROJECT TEXNET

COMMENTARY The cornerstone of the Texas State Library Automation and Resource Sharing Plan has been a strong and effective interlibrary loan network. This is a statewide interlibrary loan network embodied in TexNet.

The plans and goals of Project Neighbor are valid as initial starting places to fill a patron's information needs. However, if the material is not available in the patron's community, then the library must be able to obtain the material through an interlibrary loan network capable of accessing distant libraries across the state and nation. For example, in FY 1994 the TexNet Centers filled only 45% of the requests received from libraries in their region. Another 39% of requests were filled by libraries outside of the requesting libraries' local areas, and 10% of those were filled by out-of-state libraries. This indicates the vital importance of having an interlibrary loan network that reaches far beyond the local community.

The Texas State Library plans to continue funding an interlibrary loan network capable of easily sending and receiving requests to distant libraries, even in the long term future. The State Library will also continue funding a program for those Texas libraries which are too small, isolated, or without funds to obtain their own access to this network.

An obvious prerequisite to an efficient and effective interlibrary loan program is the need for a communication system to enable participating libraries to transmit requests and responses to each other. Without a standardized communication network, participating libraries would be burdened with the need to purchase additional equipment and to train staff in the various operating systems. In addition, if the communication system is not linked to the bibliographic database showing the libraries' holdings, some way must be found to avoid the labor-intensive task of entering the bibliographic information into the communications system.

To address this problem, TexNet (formerly the Texas State Library Communications Network or TSLCN) adopted the OCLC Interlibrary Loan Subsystem as its communications system in 1979. About the same time, major Texas academic libraries also began using his subsystem to exchange information about interlibrary lending.

The OCLC Interlibrary Loan subsystem offers numerous beneficial features to full members:

1) the ability to search the entire OCLC database of over 29 million records to locate, and verify the necessary bibliographic information on library materials; online union lists of serials are also available; this means that almost no other verification/location tools need to be purchased or used by borrowing libraries;

2) the ability to load this bibliographic data into the communications workform automatically;

3) the ability to query five libraries sequentially with each request;

4) the ability to request and respond to circumstances as they arise (e.g., renewals, loans at a future date, non-delivery of materials);

5) the ability to print incoming requests easily in a batch mode, to load locally defined data such as addresses automatically, and to save keystrokes by using the new microcomputer terminals;

6) the ability to store and search library lending policies online;

7) the ability to obtain detailed, monthly statistical reports of lending and borrowing by institution; as well as customized statistical reports;

8) the availability of detailed documentation and ongoing training.

In spite of its numerous benefits, the OCLC system is not without certain problems:

1) although the system provides information about the holdings of many libraries, there is no indication of whether a particular item is actually available for loan in a particular library;

2) since some libraries are not diligent about updating their holdings information, the database contains inaccurate or out-of-date information;

3) the system is complex and requires training and some retraining of staff; it cannot be thought of as a "user-friendly" system;

4) because of the major changes which are occurring in the telecommunications industry, there is the potential for dramatic increases in the costs and the possibility for disruption of services; however, this problem would be an even larger concern if we were utilizing a non-OCLC based communication system; because of the size of their telecommunication network, OCLC, Inc. can bring to bear greater political clout and technical expertise than would otherwise probably be available;

5) because the cost of participation in OCLC as a full member is not inexpensive, many small libraries cannot afford membership; this means that (a) their holdings are not known and thus not available for loan and (b) staff must be placed in TexNet Interlibrary Loan Centers to handle the requests for the nonmembers.

In FY 1994, a Texas-wide Group Access Capability database was formed on OCLC to address the problems cited in #5 above. The Texas Group was formed with those libraries that are full OCLC members and libraries that are not OCLC members but have over 50,000 titles, or that process over 500 interlibrary loans a year, (selective members).

DESCRIPTION

Project TexNet is the system of contracts and policies by which public libraries, and to a lesser degree academic and special libraries, receive interlibrary loan and referral services.

In TexNet, there are three types of participants:

(1) TexNet Interlibrary Loan Referral Centers (ILC): the State Library negotiates with major libraries to fund the staff, fringe benefits, operating expenses and indirect costs required to fill or refer the interlibrary loan requests beyond the GAC for those libraries that are not full OCLC

members; currently, ten public libraries located across the state are selected by the Library and Archives Commission to serve this role. The other criteria for participation are in the contract which specifies the policies and procedures these Centers must follow.

(2) Service Area Libraries: these are the public, academic, and special libraries in an ILC's service area which are not full OCLC members and use that ILC to fill or refer their interlibrary loan requests.

(3) Texas Group Libraries: OCLC member libraries and non-OCLC member libraries that borrow and lend materials directly over OCLC. Some of these libraries participate in Project Loan. (See Project Loan for details on the reimbursement of these libraries for providing net loans.)

Full and selective Texas Group members can requests materials directly from other Group members. Full OCLC members may also refer their requests beyond the Group; selective user requests can be referred outside the Group by their designated ILC. Local public, special and academic libraries that are not Group members may submit requests to their designated ILC for books or photocopies needed by their patrons. If the material is owned by the ILC, it will be loaned directly; if the material is not owned, they will use the OCLC Interlibrary Loan Subsystem to refer the request to another library.

TIMELINE

There is a well-established timeline for funding and operating the TexNet interlibrary loan network. During the Spring of each year, the budgets for each Center and the network as a whole are set for the following fiscal year.

The funding of an interlibrary loan network structure which allows distant libraries to send and receive requests is seen as a permanent part of the State Library's Automation and Resource Sharing Plan.

PROJECT LOAN

COMMENTARY Project Loan is a continuation of a procedure whereby Texas libraries are reimbursed for loans made to other Texas libraries through TexNet. Beginning in 1982, the Texas State Library entered into contracts with Texas academic libraries to reimburse them for the loans they made to Texas libraries through a TexNet Center. Since 1984, academic libraries have been reimbursed only for the actual net loans made over OCLC. Project Loan was expanded in 1990 to include all types of libraries, although only academic libraries have been eligible or willing to participate so far. The reimbursement rate is currently $4.00.

These reimbursement contracts were started when the volume of interlibrary loan requests over OCLC from TexNet Centers to academic libraries began to have a significant impact on the staff and collections in these libraries. It was also a time when the costs of providing interlibrary loan service were rising rapidly, primarily due to the high inflationary increases of salary and operating costs.

This program has been very valuable in keeping access to the major academic collections free and open in Texas. As mentioned previously, the state has also been fortunate in having so many libraries which abide by the liberal AMIGOS Interlibrary Loan Code.

During the period that this reimbursement has been given, the predominant trend in other states has been for public and private universities to impose stiff fees on incoming interlibrary loan requests. These fees generally range from a minimum of $5.00 to over $20.00; some libraries even impose charges when they cannot fill the request.

Most Texas academic libraries have not imposed such fees. The few that do charge fees usually limit the charge to requests coming from corporate special libraries. There is only one known university library that seeks to collect lending fees from most other Texas libraries.

Generally speaking, it is much better to have as many libraries as possible in the list of possible lenders. There are two advantages to this: (a) there will be a greater likelihood of finding the desired title in the database, since each library could have materials that are unique, and (b) there will be more choices of locations to enter into the lender string and this could enable the materials to be delivered faster, without placing a heavier burden on the largest, most used institutions. Therefore, the approach taken by Project Loan is to encourage the many Texas libraries that are on OCLC to be responsive to our Project TexNet interlibrary loan requests.

DESCRIPTION Each summer, the State Library uses statistical reports from OCLC to analyze the volume of OCLC interlibrary loan traffic among Texas libraries and the TexNet referral centers and estimates the total number of net loans for each of the libraries. This estimate is used to prepare a contract which is sent in August, to begin in September.

Following the close of a state fiscal year, OCLC statistical reports are used to determine the number of net loans for each library with which there is a contract. Each library is then reimbursed the maximum amount allowed by their contract.

The reimbursement rate is set for each biennium at the time the state budget is prepared. Actual expenditures generally are 10 to 15 percent less than the budgeted amount.

To participate in Project Loan, any Texas library (except for the Referral Centers, which are not eligible) must meet the following guidelines:

1. they must be capable of receiving interlibrary loan requests over OCLC;
2. they must agree to attempt to fill all the public and academic library requests which are referred by any Project TexNet Center;
3. they must request that a reimbursement contract be issued and agree to abide by the minimal state contracting requirements associated with this project; and,
4. there must be a reasonable volume of net lending (approximately 100 net loans annually) to justify the administrative costs of the paperwork and bookkeeping.

TIMELINE

Project Loan will continue with the current schedule whereby the total budget is set in the Spring, the actual contract amounts for each participating library are determined in the Summer, the contracts start in September and an annual payment is made by November, after the close of the fiscal year.

PROJECT LINK

COMMENTARY The major building blocks are available for a statewide system that could allow people in the smallest towns in Texas access to most of the public and academic library holdings and other information statewide. They could also send electronic requests for the material, and, in some cases, receive materials or information electronically. These building blocks include: automated catalogs of most of the public and academic library holdings in Texas, and the holdings of the State Library; a statewide telecommunications network, Texas Higher Education Network (THEnet), which is part of the Internet; and the growing availability of information and materials in electronic formats.

Only the larger public libraries in the state have access to OCLC's national bibliographic database and interlibrary loan system, and even fewer provide access to other electronic databases. Creation of the Texas Group (as part of Project TexNet) has given more libraries access to Texas holdings in the OCLC database. Currently, OCLC is superior to a separate network for interlibrary loan of books because items can be located in a single database and the request automatically routed to several owning libraries. The standard Z39.50 client server technology is being implemented which will soon allow users to simultaneously search multiple catalogs statewide. When this happens, a new request routing system will be possible.

About two-thirds of the population of the state is served by public libraries with integrated automated library systems. About three-quarters of the volumes held by public libraries are in libraries with automated systems. The majority of monographs and serials in Texas academic libraries are also automated. This means that the most time-consuming and expensive work in automating libraries, converting the bibliographic and patron records, has been done.

Only about 15% of the public libraries have integrated automated library systems. But almost all of the 400 other public libraries have microcomputers, currently used for administrative tasks, which may be used to access an electronic network with little or no additional investment.

All state-funded academic and research institutions now have links to the Internet. The Texas Education Agency (TEA) has mounted a service on THEnet, TENET (Texas Education Network), which serves elementary and secondary schools. Tex-Share, the statewide project of the Higher Education Coordinating Board, is providing support and networked information to 4-year academic libraries as part of its resource-sharing mission. An effort is being made to include the 2-year colleges in the project beginning in the 1996-97 Biennium.

Over fifty Texas library online catalogs are currently available on the Internet, representing the holdings of 85 libraries, over a quarter million serials holdings and 75 million books and other documents.

The number of people using computers and telecommunications to obtain information from their homes or offices is growing rapidly. Texas academic libraries have taken the lead in making their catalogs and other resources available to their students and faculty through home and office microcomputers; public libraries are following. The

State Library catalog and databases of state and federal government information are available on the network, as well as current Congressional legislation. Similar information for Texas is being made available. Automated information from 22 other state agencies is also available to the public through their libraries on the network. The Texas State Electronic Library is available to the public through the public library or a public dial-up service in Arlington, El Paso, Fort Worth, Garland, Houston, Irving, Plano, and the entire Texas Panhandle. San Antonio and many smaller libraries will be providing this service in the 1996-97 Biennium.

DESCRIPTION

There are four challenges in providing information for Texans:

1) building a physical infrastructure for the delivery of information,

2) building an intellectual infrastructure to organize and retrieve the needed information,

3) making political and economic arrangements to distribute the costs equitably, and

4) teaching people to how to effectively locate information.

The State Library and Archives is working with the Department of Information Resources and the General Services Commission and other state agencies and universities to help in linking Texas public, academic, and school libraries to each other and to the Internet. These network links are essentially high-speed telephone connections (cable, microwave or satellite) that allow a user to connect their computer to a computer somewhere else.

The State Library is working with other state agencies and local academic, school, special, and public libraries to provide library catalogs, periodical indexes, databases, and full-text information sources on the network, and to provide the organizing structures and training to allow end-users to make use of the available information. Since access to the network allows a user to connect to one of thousands of different computers in many different places, "front-ends" (end-user interfaces) are being developed to help people find information easily. In addition, training sessions in the use and access of electronic resources are being conducted.

The State Library is also working with state agencies, vendors, and local academic, school, special, and public libraries to create a pricing and policy structure that fairly distributes the staff and other costs of maintaining the network and the information available.

TIMELINE

In FY 1994, State Library implemented an electronic information service, the Texas State Electronic Library. The Electronic Library uses a flexible menu system based on Gopher software. It enables information to be gathered which can be used to answer reference questions, make management decisions, select materials, and stay informed on trends and developments in the information field. In October 1995, additional equipment was installed to ensure that the Electronic Library is a stable production system. Software that accesses most of the information on World-Wide Web servers through the equipment and connections available to most libraries was installed in November 1995.

The services available include hundreds of online reference sources; texts of hundreds of books; electronic journals; about 160 library discussion groups; state and federal government information; technical databases; library catalogs, including the State

Library Catalog and Texas library catalogs representing over 80 libraries holding about 250,000 serials titles and about 75 million books and documents; the Texas State Archives finding aids; selected journal indexes and full-text databases; state records retention schedules; electronic periodicals, and many other Internet resources. New resources and finding tools are added daily.

The Electronic Library can be accessed through a computer with a modem, communications software, and dial-up connection to the Internet. Larger libraries with online catalogs and permanent connections to the Internet make the Electronic Library available to their staff and users as an option on their menus.

Also during FY 1994, the State Library evaluated the alternative methods of obtaining Internet access for local libraries. The total cost of telecommunications for computers is much less over the Internet or over public data networks than over the public voice telephone network. The quality of the connections is also higher. Using 1-800 service is the most expensive way to access the Internet, and is advisable only for those libraries or individuals that have no alternative. Local dial-up, where it is available, costs about one-tenth as much as 1-800 connections, and in some areas flat-rate services (no connect time charges) are available. The cost of 1-800 access through commercial Internet providers is about the same as it would be if the State Library were providing it. Allowing local libraries to choose their own telecommunications providers frees the State Library to concentrate its resources on gathering and organizing information. In light of these factors, the State Library is encouraging local libraries to purchase Internet connections through local providers and use the Internet to access the Electronic Library and other networked information sources. Some of the regional library systems have begun using state and federal grant funds to provide Internet connections for member libraries. More have plans to do so. Major Urban Resources Libraries may use their MURLs grant to connect their libraries and make their catalogs available. The cities of Irving, Arlington, Fort Worth and Plano did so in FY 1994.

The State Library is working with the Department of Information Resources (DIR) and with other state agencies to obtain low-cost Internet connections for local libraries. DIR is currently offering CAPnet dial-up and dedicated dial-up service to small agencies, remote sites, field staff, and political subdivisions, at rates slightly below those of commercial providers.

Continuing education activities familiarized the staff of local libraries with the existence of these networks, the electronic resources available, and how to use them to improve service to their patrons.

FY95

The Project Link staff continues to evaluate new networked information sources and software, and to provide new information and services as appropriate. The capacity of local libraries to take advantage of services is a major limiting factor on what should be offered. For example, a popular service that many libraries and other information providers are starting to use is World Wide Web (WWW). This is a service similar to Gopher that also allows remote access to hypertext, pictures, maps, and other graphics. WWW supports a graphical interface like a Windows or Macintosh screen, with point-and-click commands. Using WWW requires a fast, dedicated Internet connection. Local users must also have new computers with large memories, disk storage, and more software. In February 1995, a WWW server was

added as a secondary interface for the Electronic Library, for those libraries and individuals that can use it. It will be maintained in parallel to the gopher interface until all libraries and individuals have the connections and equipment to use the graphical interface.

Access to other local library resources, such as catalogs and local databases, and to other state information sources, and mounting commercial databases and other information resources continues to be added. State Library Information Services, Archives, and Library Science collection staff began answering online reference questions early in FY 1995. A pilot project to identify potential users of OCLC FirstSearch, EBSCO, and InfoTrac, and other full-text networked information services and collect use statistics to guide database purchases is scheduled for April 1995.

Additional equipment will be purchased and installed to ensure that the Electronic Library is a stable production system with the capacity to serve at least one log-on from every public library location in the state simultaneously.

Staff continues to work with other state agencies, networks, and commercial providers to obtain the lowest-cost connections for local libraries. Possibilities include obtaining Federal grants to help subsidize connections, negotiating cost-saving statewide contracts with providers, obtaining discounted rate schedules, or participating in an expanded state-owned telecommunications network shared with many other agencies.

Continuing education activities will continue to familiarize the staff of local libraries with the existence of these networks, the electronic resources available, and how to use them to improve service to their patrons.

FY96 and FY97

The Texas Sunset Commission recommended that the State Library serve as a clearinghouse for state electronic publications. If the legislation is enacted, additional equipment and telecommunications capacity will be needed to store the information and provide public access to it. If not, staff will continue to work with individual agencies to make their information available as resources allow.

Link staff will continue to evaluate new software and information sources, and to improve the administration and organization of the Electronic Library. Priorities include new search tools and methods, improved menu organization, and automated services such as discussion lists, interlibrary loan, and image provision. The online reference questions will be expanded to cover more subject specialties.

The State Library will continue to help and encourage local libraries to connect to the Internet. By the end of FY 1997, all public library locations should have at least one terminal dedicated to accessing Internet information sources, a telecommunications connection and software that will allow accessing all the types of services available, and staff trained to take advantage of it. All publicly-funded online catalogs in the state should be available on the Internet. Most of the Regional Library Systems have budgeted to fund the necessary connections and equipment for their member libraries.

LIBRARY AUTOMATION STANDARDS AND GUIDELINES
(Revised)

The following standards and guidelines address a variety of issues in the area of library automation. In addition to the core elements of a library automated system (public access catalog, cataloging, circulation, acquisitions, and serials), remote access, imaging, and full-text document management are included. Several of the latter items are recommended guidelines rather than required standards. It is the intention of this document to provide guidance for librarians in Texas in evaluating library technology. Because these standards address only a limited number of topics, they are not sufficient by themselves for developing a comprehensive set of specifications.

Use of the word "shall" means that the standard is required for funding purposes (see Standard 1.2); use of the word "recommended" means that the standard is desirable, but not required.

1.0 APPLICABILITY

1.1 All Texas libraries are encouraged to adhere to these standards voluntarily.

1.2 Library automation projects receiving state or federal grant funds from the Texas State Library shall adhere to these standards, except as provided for in 1.2.1.

1.2.1 Libraries may request exemption from a particular standard by submitting written justification with the grant application. State Library staff will evaluate the request and recommend whether the exemption should be allowed if the project is funded. Exemptions are appropriate for such applications as word processing, desktop publishing, spreadsheets, and the purchase of CD-ROM or online databases.

1.3 Consulting and continuing education services from the Texas State Library will promote these standards.

2.0 PLANNING

2.1 All library automation projects shall have a project implementation plan. It is recommended that a long range automation plan, preferably as part of the organizational long range plan, also be in place. For information on creating a long plan for automation, please refer to the Texas State Library manual *Long Range Planning for Automation*.

2.2 As applicable, it is recommended that project implementation plans include, but not be limited to:

Planning

Needs, goals, objectives, tasks, and benefits
Projected collection growth
Projected service area growth
Number of titles represented by machine-readable records
Project administration and staffing

Capital and operating costs
Upgrade and expansion plans
Timeline
Budget

Implementation

Retrospective conversion
Hardware
Software
Training of patrons and staff
Telecommunications
Site preparation

Maintenance

Hardware support
Software support
Network support

2.3 In addition to the considerations in Standard 2.2, it is recommended that project implementation plans involving more than one library include:

An evaluation of collection sizes, strengths, and overlaps
Cost allocation methods
Governance structure of the project
Process for withdrawal from project

2.4 It is recommended that libraries have a disaster preparedness plan in place.

3.0 BIBLIOGRAPHIC RECORD CREATION

(This standard discusses the intellectual content of the record.)

3.1 It is the goal of these standards that access points for bibliographic records conform to the latest edition of the *Anglo-American Cataloguing Rules* (AACR), and that descriptive cataloging for bibliographic records conform to the latest edition of AACR, whenever possible, or to a previous national cataloging standard.

3.1.1 Except as provided for in 3.1.2, the standard for original cataloging for bibliographic records shall be the *Anglo-American Cataloguing Rules* (AACR2), Second Edition, 1988 Revision, including current amendments. The minimum level for original descriptive cataloging shall be the combination of AACR2, Level I, plus series statement and "National-Level Record and Minimal-Level Record Requirements," Appendix A of *USMARC Format for Bibliographic Data*. It is recommended that AACR2, Level II, be used for all original descriptive cataloging. Libraries are encouraged to enhance this standard with the Library of Congress Rule Interpretations and with adopted Machine-Readable Bibliographic Information (MARBI) proposals.

3.1.2 For archival materials, it is recommended that bibliographic records conform to the rules provided in *Archives, Personal Papers, and Manuscripts*, 2nd or current edition.

3.1.3 Bibliographic records that do not meet current or previous national cataloging standards shall be upgraded to the latest edition of AACR. The minimum level of descriptive cataloging shall be the combination of AACR2, Level I, plus series statement and "National-Level Record and Minimal-Level Record Requirements," Appendix A of *USMARC Format for Bibliographic Data*. It is also recommended that headings in records created under previous cataloging standards be upgraded to the latest edition of AACR.

3.1.4 Abbreviated bibliographic records are acceptable for materials of a transitory nature, that are on-order, in-process, awaiting full cataloging, or have a short shelf life.

3.1.5 It is recommended that bibliographic records for monographs added through retrospective conversion projects meet the Association of Research Libraries' *Guidelines for Retrospective Conversion of Bibliographic Records for Monographs*, adopted November 1985.

3.2 Subject headings shall be assigned from any controlled vocabulary subject heading system/thesaurus provided for in *USMARC Format for Bibliographic Data* (6XX Subjects Access, second indicator), for example: *Library of Congress Subject Headings* (LCSH), *Library of Congress Subject Headings for Children's Literature*, National Library of Medicine's *Medical Subject Headings* (MeSH), *National Agricultural Library Subject Headings*.

3.2.1 It is recommended that libraries use *Library of Congress Subject Headings* or *Library of Congress Subject Headings for Children's Literature*, latest edition, if appropriate. *Sears Subject Headings* is not recommended.

3.3 Holdings information shall be kept current.

3.4 It is recommended that authority control be practiced according to the criteria found in Standard 5.2.

3.5 Local cataloging decisions shall be documented.

4.0 MACHINE-READABLE RECORDS

(This standard discusses the structure of the bibliographic record during conversion, import and export.)

4.1 The standard for bibliographic records shall be (National Information Standards Organization (NISO) Z39.2 (Bibliographic Information Interchange).

4.2 The specific implementation of NISO Z39.2 shall be *USMARC Format for Bibliographic Data*, current edition, or other nationally recognized variations of MARC, for example, OCLC/MARC, RLIN/MARC, or MicroLIF/USMARC (1991 or latest version).

4.3 The bibliographic records shall contain, if available, one or more of the following numeric identifiers: LCCN, ISBN, ISSN, system control number, Standard Technical Report Number, Government Printing Office stock number, Superintendent of Documents Number, and Music Publisher Number. The identifier(s) shall accurately reflect the bibliographic item held by the library.

4.4 The standard for holdings statements shall be the *USMARC Format for Holdings Data*, current edition.

4.5 The standard for authority records shall be the *USMARC Format for Authority Data*, current edition.

4.6 The standard for community information records shall be the *USMARC Format for Community Information Data*, current edition.

4.7 Local encoding decisions shall be documented.

5.0 THE BIBLIOGRAPHIC DATABASE

5.1 Bibliographic Records

5.1.1 All records entering the database shall follow the standards found in "Bibliographic Record Creation" (Standard 3.0), and "Machine-readable Records" (Standard 4.0).

5.1.2 A database used as a local catalog shall include all cataloged holdings, except as provided for in Standard 5.1.3. Automation projects unable to meet this standard by the end of the grant period may apply for an exemption by supplying a statement of intent to comply with this objective and a reasonable schedule indicating when the objective will be achieved.

5.1.3 Libraries merging records into a union catalog may define the scope of the database. For example, a group of libraries may wish to include only audiovisual, genealogy or technical document records in their union catalog.

5.1.4 The database shall be maintained to ensure that individual bibliographic records accurately reflect the collection. It is recommended that additions and deletions to the collection and changes in holdings and locations be recorded within three (3) months. It is also recommended that off-line products include additions, deletions and changes current as of three (3) months prior to generation.

5.2 Authority Control

5.2.1 It is recommended that the Library of Congress Name, Subject, and Series Authority files be applied to all records entering the database. The control may be automated or manual. Other authority files may supplement the Library of Congress Authority files.

5.2.2 Subject headings shall be under authority control appropriate to the controlled vocabulary used, e.g., MeSH shall not be used for authority control if the subject headings used are LCSH.

6.0 THE SYSTEM

6.1 General

6.1.1 The system shall contain the functions of database creation and maintenance, and either a circulation module or a public access catalog module. It is recommended that libraries install multi-purpose integrated, online systems, including circulation, public access catalog, cataloging, serials and acquisitions subsystems.

6.1.2 A shared system shall provide individual policy and parameter files for each member. Examples of such policies include loan periods, fines, patron groups, and calendars.

6.1.3 Standards 6.5 (The Catalog), 6.6 (Circulation), 6.7 (Remote Access), 6.8 (Optical Media), and 6.9 (Full-Text Document Management) apply only to systems using these components or having these features.

6.1.4 The system shall generate management reports and patron notices, such as overdue and fine notices.

6.1.5 It is recommended that libraries have a back-up system (either automated or manual) in place.

6.1.6 It is recommended that libraries create policies and procedures for use of the automated system.

6.2 **Standards**

6.2.1 If a local area network (LAN) is implemented, implementation of the latest version of one of the IEEE 802.XX standards is recommended.

6.2.2 Depending on the functions purchased, all library automation projects shall adhere to current Z39 NISO standards.

6.2.3 It is recommended that libraries purchase systems that support an open systems environment.

6.3 **Machine-readable Database**

6.3.1 The communications format for importing and exporting records shall be *USMARC Format for Bibliographic Data*, including *USMARC Specifications for Record Structure, Character Sets, Tapes*, or a nationally recognized variation such as OCLC/MARC, RLIN/MARC, or MicroLIF/USMARC (1991 or current version).

6.3.2 It is recommended that vendors demonstrate their adherence to the *USMARC Format for Bibliographic Data* by having the data integrity of their system's USMARC import and export processes verified through the Library of Congress MARC Diagnostic Service.

6.3.3 The system shall import, store and export the data elements defined in "National-Level Record and Minimal-Level Record Requirements," Appendix A of *USMARC Format for Bibliographic Data*. It is recommended that all data elements from the USMARC record be stored to preserve future options.

6.3.4 The system shall be able to import and export records either by magnetic tape, floppy disk, or electronic transfer.

6.3.5 Exported records shall be the current version of the record after all updates have been made.

6.3.6 Changes in USMARC formats shall be implemented by the library within 18 months of implementation by the vendor.

6.3.7 Import, export, and storage of USMARC records need not take place on-site if cataloging or database maintenance services are contracted to another library, consortium, or vendor, as long as the other provisions of Standard 6.3 are met.

6.4 **Workstations**

6.4.1 Workstations shall support the full ASCII character set. Adherence to NISO Z39.47 (Extended Latin Alphabet Coded Character Set for Bibliographic Use) is recommended.

6.4.2 Provision shall be made to suppress non-displaying USMARC characters.

6.4.3 It is recommended that personal computers be used as workstations.

6.4.4 If the project will provide multimedia capabilities, the workstations which will provide the multimedia shall conform at least to the functional requirements of the latest revision of the MPC (Multimedia Personal Computer) requirements, currently Level 2.

6.5 **The Catalog**

6.5.1 The bibliographic database shall be searchable by personal and corporate authors, titles, series, subjects, local call number, LCCN, and ISBN/ISSN. It is recommended that the database also

be searchable by system control number, Standard Technical Report Number, Government Printing Office stock number, Superintendent of Documents Number, and Music Publisher Number.

6.5.2 The system shall provide Boolean, keyword and browsing searches.

6.5.3 It is recommended that the system be able to limit searches by the language, publication date, format and, for multi-library systems, by location.

6.5.4 It is recommended that the system adhere to NISO Z39.58 (Common Command Language for Online Interactive Information Retrieval).

6.5.5 The catalog shall display location, call number, and except for projects in which circulation functions will not be provided, circulation status of holdings.

6.5.6 It is recommended that "see" and "see also" cross references be included in all catalogs. It is recommended that blind cross-references not be apparent to the user.

6.6 **Circulation**

6.6.1 Adequate security for patron and circulation files shall be applied. Personal patron data and current circulation activity shall be restricted to authorized individuals, in accordance with state laws.

6.6.2 The system shall not maintain patron/item linkages beyond those needed for current circulation, fine assessment or resolution, or those needed under very specialized circumstances, for example: control of rare and valuable materials, and service to patrons with special needs.

6.6.3 Patron records shall be maintained to ensure that the database accurately reflects the patron base. It is recommended that additions and deletions to the patron database be recorded within one (1) month.

6.6.4 The circulation system shall show location, call number, and availability of individual items.

6.6.5 A unique identification number shall be assigned to each patron record and to each item in the system. It is recommended that the number be structured to uniquely identify the local library.

6.6.6 It is recommended that systems use Code 39 or CODABAR barcode label formats.

6.6.7 It is recommended that 14 digit barcode labels be used with the following format:

Digit 1	"2" for a patron; "3" for an item
Digits 2-5	Registered unique 4-digit number identifying the library
Digits 6-13	Consecutive number
Digit 14	Check digit

6.7 **Remote Access**

6.7.1 For terminal access, the system shall support one or more common terminal emulators, such as VT100, VT52, or ANSI.

6.7.2 Asynchronous telecommunications shall be supported at line speeds of 9600 baud or higher. Line speed of 9600 baud shall be in compliance with Consultative Committee for International Telephony and Telegraphy (CCITT) V.32 or V.42. Data compression for 9600 baud shall be in compliance with CCITT V.42bis.

6.7.3 The library shall publicize the availability of remote access. Information needed by a patron to gain access shall be made available according to local policy.

6.7.4 It is recommended that libraries provide remote access through the latest release of NISO Z39.50 (Information Retrieval Service Definition and Protocol) clients and servers.

6.7.5 It is recommended that libraries allow other Texas libraries and individuals on the Internet the ability to search their library's automated bibliographic catalog(s).

6.8 **Optical Media**

(For more detailed information on microfilming, please refer to "Microfilming Standards and Procedures," Local Government Bulletin Number One, published by the Texas State Library, State and Local Records Management Division.)

(For more detailed information on imaging, please refer to "Electronic Records Standards and Procedures," Local Government Bulletin Number Two, published by the Texas State Library, State and Local Records Management Division.)

6.8.1 Microfilming shall be done in accordance with the specifications in American National Standard for Imaging Media (Film) -- Silver-Gelatin Type -- Specifications for Stability (ANSI IT9.1-1989 or latest revision).

6.8.2 CD-ROM projects shall comply with the "High Sierra" or ISO 9660 standard.

6.8.3 As applicable, projects utilizing compact discs shall adhere to the following standards:

Compact Disc-Digital Audio (CD-DA)	Red Book
Compact Disc-Interactive (CD-I)	Green Book
Compact Disc-Read Only Memory (CD-ROM)	Yellow Book
Compact Disc-Recordable (CD-WO)	Orange Book

6.8.4 It is recommended that a non-proprietary image file header label be used, or a bridge be provided to a non-proprietary image file header label, or a detailed definition of the image file header label be supplied.

6.8.5 The system hardware and/or software shall provide a quality assurance capability that verifies information that is written to the optical media.

6.8.6 Scanner quality shall be evaluated based on the standard procedures in Recommended Practice for Quality Control of Image Scanners (ANSI/AIIM MS44-1988 or latest revision).

6.8.7 The scanning density shall be a minimum of 300 dots per inch.

6.8.8 It is recommended that CCITT Group 3 or Group 4 compression techniques be used for document images without continuous tonal qualities. If use of a proprietary compression technique is unavoidable, a gateway shall be provided to either Group 3 or Group 4 compression techniques.

6.9 **Full-text Document Management**

6.9.1 It is recommended that full-text documents have the capability to be transferred to either ASCII (American Standard Code for Information Interchange) or SGML (Standard Generalized Mark-up Language -- ISO 8879).

LIBRARY AUTOMATION STANDARDS AND GUIDELINES

Updating Procedure

The standards are viewed as being dynamic in nature, subject to modification to reflect changing needs, developing technologies, national trends, and community acceptance. Changes made for the purpose of clarification or editorial changes are exempt from this procedure.

Individuals or groups who wish to add or delete standards or to recommend changes to one or more of the standards may do so by following this procedure and timeline. To initiate the process, submit recommendations in writing by June 1 to Edward Seidenberg, Director, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711.

June 1 - Suggested written changes due at the Texas State Library. Library staff reviews suggestions.

August 1 - Changes recommended for further consideration are disseminated to individuals representing public and academic library automation activity in the state, including MRC directors and system coordinators. Changes proposed by the State Library staff will also be disseminated at this time.

October 1 - Written responses due at the Texas State Library.

November 1 - Revised recommended changes, if necessary, will again be disseminated ~~widely~~, as above.

December 1 - Written responses due at the Texas State Library.

February 1 - Revised standards and guidelines are are disseminated as above.

April - The LSCA Advisory Council considers changes at its regular April meeting and makes recommendations for adoption.

May - Texas State Library and Archives Commission takes action on the Advisory Council's recommendations.

September 1 - Approved changes take affect, unless otherwise provided for.

TEXAS STATE LIBRARY
GENERAL GUIDELINES for RECIPROCAL BORROWING

APPLICATION

These guidelines apply to those programs (currently Title III, Project Partners, Project Neighbor) which require reciprocal borrowing services. Reciprocal borrowing agreements funded by State Library grants must be written agreements signed by the appropriate local officials.

DEFINITION

"Reciprocal borrowing" is a service established by an agreement among libraries to allow each other's primary client groups on-site use of facilities and direct borrowing privileges without direct charges, when those patrons would not be eligible to borrow materials in the absence of the agreement.

OBJECTIVE

The purpose of reciprocal borrowing is to offer patrons of cooperating libraries greater access to normally circulating library materials than is afforded through the channel of interlibrary loan, by providing them borrowing privileges in libraries where such privileges would not otherwise be available without charge. It is not the purpose of reciprocal borrowing to provide patrons with such unlimited access to other libraries as to eliminate their need or desire to use their home library.

A reciprocal borrowing program does not relieve any participating library from the duty to develop its own collection to meet the ordinary library resource needs of its primary clientele.

ELIGIBILITY

Any person who is considered by a library to be a member of its primary client group is eligible. In public libraries that would be the residents of political subdivisions which support the public library; in schools or academic libraries any enrolled student, faculty, or staff would be considered primary clientele; and special libraries would include employees of the parent organization. Cooperating libraries may expand eligibility to include other types or categories of patrons, for example, those holding non-resident cards. Patrons receiving reciprocal borrowing privileges must be registered and in good standing at their own library, and at all participating libraries.

Each participating library must share resources by offering reciprocal borrowing services to all eligible patrons of the other cooperating libraries. In an off-line automated system environment (e.g., CD-ROM catalogs) this requirement can be met by instituting a "pass" system in which libraries have passes allowing patrons to receive checkout privileges at other project libraries. A pass system may not be used to restrict any categories of eligible borrowers (for example, to prohibit students from using reciprocal borrowing services).

SERVICES

Reciprocal borrowing means that another library's primary client group may use the facilities and collection on-site, and may check out materials available on the shelf from the general circulating collection, with the same circulation privileges as the local primary client group. Reciprocal borrowing does not necessarily entitle a patron from another library to receive other library services, such as placing of "holds," database searches, interlibrary loan, checkout of reserve materials, or privileges granted only to faculty or graduate students, or other special categories of borrowers.

FEES, DEPOSITS, CHARGES

There can be no fees, deposits, or charges assessed directly to reciprocal borrowers other than those assessed directly to a library's own primary client group. Examples of permitted direct charges include: reserving library materials, replacement of lost borrower cards, and fines for overdue, lost or damaged materials. Fines, fees and charges should be assessed in the same manner and at the same rate as for a library's own patrons.

While reciprocal borrowing must be free to patrons, a system of reimbursement may exist among the participating libraries. It is up to the cooperating libraries to determine whether or not participating libraries will be reimbursed. Member libraries might agree to reimburse each other. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. If funds are available, the State Library may offer Project Neighbors reimbursements to net lenders. The patron would not be directly charged for using the library or checking out materials, except as stated above.

EVALUATION AND CRITERIA

Application guidelines, evaluation procedures, and reporting requirements for all projects are included in the Annual Program which is reviewed and approved by the Texas State Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attachment 1 is a copy of the Systems Contract; contracts for other projects are similar.

Each public library system is required to submit project evaluation reports and disadvantaged services reports according to the instructions outlined in Attachment 2. Project Evaluation Reports and Uniform Statistical Reports will be submitted by recipients of MURL, Establishment, and Special Projects subgrants according to the instructions outlined in Attachment 3. Title III Interlibrary Cooperation projects and Project Partners projects will submit similar reports, if funded. Failure to submit these evaluation reports will result in suspension of the contract.

Attachment 4 is the monthly Uniform Statistical Report for Regional Systems, and Local/Systems Objectives Report distributed to the regional public library systems. A Key Work Performance Measure report is also submitted quarterly by the regional systems. Data submitted on these forms provide the State Library with information relating to the number and type of liaison contacts, number and type of materials acquired, number of persons viewing audiovisual materials, and other statistics relevant to administration and evaluation of the systems program. Failure to submit these reports will result in suspension of the contract.

The Annual Report for Local Fiscal Year and System Membership Application Form (Attachment 5) is distributed annually to all public libraries in Texas. The data collected assists the State Library in comparing and evaluating the development of public libraries and in determining each library's eligibility for membership in the Texas Library System.

Attachment 6 is the property inventory instructions and form. All nonexpendable property purchased with grant funds and with an unit acquisition price of $300 or more must be reported. In addition, the disposition report form and instructions for property purchased with federal and state funds is included as Attachment 7. Subgrantees are required to inventory grant purchased property every two years. The guidelines for inventorying equipment and library materials purchased with grant funds are found in Attachment 8.

Each subgrantee is required to submit quarterly Financial Status Reports, which are used to monitor the financial progress of the grant and the rate of grant expenditures (Attachment 9). All fiscal and programmatic requirements conform to the "Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", Office of Management and Budget Circular A-87, and HHS Guide OASC-10.

In addition to staff review of the quarterly financial reports and evaluation reports, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team, with the project director and other local participants, will review project accomplishments, problems, and management procedures. Written reports are filed with the State Library and subgrantee following each visitation. Summary copies are distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report is sent prior to the visitation (Monitoring Guide: General Policies, Attachment 10).

Dissemination of subgrant evaluation reports is accomplished through the Texas State Library's Library Services and Construction Act Annual Report. This document contains copies of all final subgrantee evaluation reports. Copies of the Library Services and Construction Act Annual Report are provided to members of the Library Services and Construction Act Advisory Council, Texas State Library and Archives Commission, Texas State Library Clearinghouse, and to interested parties upon request.

Attachment 1

Contract #
Index #
PCA #

CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of V T C A , Government Code § 441 121 et. seq., the **Library Systems Act**, V T C A., Government Code § 441 006, **General Powers and Duties**; and Public Law 101-254, the **Library Services and Construction Act**.

I CONTRACTING PARTIES:

The Receiving Agency: Texas State Library and Archives Commission

The Performing Agency:

II STATEMENT OF SERVICES TO BE PERFORMED:

A. The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1996.

The Performing Agency agrees that any activities conducted as part of this contract shall conform to the System's Annual Program of Services for 1996. System activities shall support and encourage the active and successful participation by libraries in services offered by the system and the Receiving Agency.

B. The Performing Agency agrees to adhere to all regulations cited in the **Rules for Administering the Library Systems Act**, the **Uniform Grant and Contract Management Standards for State Agencies.**

C. The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1996. By October 31, 1996, a final **Financial Status Report** will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for funds due will be submitted.

D. The Performing Agency agrees to audit all funds received under this contract. Such audit shall be conducted in accordance with Office of Management and Budget Circular A-128, **Audits of State and Local Governments**. The audit will be provided to the Receiving Agency no later than 360 days following the close of the city fiscal year.

An audit report must be provided for each fiscal year in which funds from this grant are expended. For purposes of identification this grant must be designated in the audit report as Contract # .

E. Program income must be added to grant funds received under this contract and reported in the quarterly **Financial Status Report**.

F. The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgment:

> Published with funds granted by the Texas State Library under the Texas Library Systems Act V.T.C.A., Government Code § 441.121 et. seq. and the Library Services and Construction Act, P.L. 101-254.

H. The Performing Agency is free to copyright any books, publications or other materials developed as a result of this grant; however, the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use, the work for government purposes.

I. The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in the Annual Plan for System Service grant application submitted to the Receiving Agency which requested federal and/or state assistance.

J. The Performing Agency agrees to retain all financial, performance, and compliance reports pertinent to this grant for a period of seven (7) years. Such records shall be made accessible to the Secretary of Education, the Comptroller General of the United States, the State of Texas, or any of their duly authorized representatives, for the purpose of audits or examinations and to make excerpts or transcripts of any books, documents, papers, and other records of the Performing Agency.

K. The Performing Agency agrees to maintain inventory records of nonexpendable personal property purchased with grant funds having a unit acquisition cost of $300 or more. The Performing Agency will submit a listing of all property purchased with grant funds which cost $300 or more to the Receiving Agency on the Form TSL 51-12, "Property Inventory Record," by October 31, 1996. The Performing Agency agrees to conduct a physical inventory of such property every two years as set forth in the **Uniform Grant and Contract Management Standards for State Agencies**. The Performing Agency further agrees that title to equipment and library materials purchased under this contract and having a unit acquisition cost of $300 or more, shall be vested in the Texas State Library. Title to library materials and equipment, with a unit cost of less than $300 purchased under this contract, shall be vested in the library for which the equipment and library materials were purchased as provided for in the **Rules for Administering the Library Systems Act**.

L. The Performing Agency agrees to conform to bid specifications as submitted to the Receiving Agency. The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligating or expending grant funds for costs requiring grantor agency approval. The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs:

Automatic Data Processing Costs
None

Building and Related Costs
None

Equipment
None

Insurance and Indemnification
None

Professional Services
None

M. The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

N. The Performing Agency agrees to submit the **Uniform Statistical Reporting Form for Systems** and the **Local/Systems Objectives Report** to the Receiving Agency at the end of each month.

O. The Performing Agency agrees to submit the **Key Performance Target Report** to the Receiving Agency according to the following schedule:

Reporting Period	Due Date
September 1, 1995 - November 30, 1995	December 7, 1995
December 1, 1995- February 29, 1996	March 7, 1996
March 1, 1996 - May 31, 1996	June 7, 1996
June 1, 1996 - August 31, 1996	September 6, 1996

P. The Performing Agency agrees to submit the **Financial Status Report** for each project funded under this contract according to the following schedule:

Reporting Period	Due Date
September 1, 1995 - November 30, 1995	December 29, 1995
December 1, 1995- February 29, 1996	March 25, 1996
March 1, 1996 - May 31, 1996	June 25, 1996
June 1, 1996 - August 31, 1996	September 25, 1996

A final Financial Status Report will be submitted by October 31, 1996.

Q. The Performing Agency agrees to submit the **Regional Public Library Systems Project Evaluation Report** according to the following schedule:

Reporting Period	Due Date
September 1, 1995 - February 29, 1996	March 25, 1996
March 1, 1996 -August 31, 1996	September 25, 1996

R. The Performing Agency will submit the **Disadvantaged Services Report** and the **Workshop Reporting Forms** for the period of September 1, 1995 to August 31, 1996, due September 25, 1996.

S. The Performing Agency agrees to notify the Receiving Agency in writing within seven (7) days of the employment or resignation of professional staff paid in whole or in part with grant funds.

T. The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension. Failure to submit required reports for a prior year grant can result in suspension of this grant. Suspension shall be effective fifteen (15) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

U. The Performing Agency affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract. The Performing Agency further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

V. The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination. Termination procedures shall adhere to the provisions of the **Uniform Grant and Contract Management Standards for State Agencies**.

W. The Performing Agency shall administer this grant in accordance with the **Rules for Administering the Library Systems Act** and the **Uniform Grant and Contract Management Standards for State Agencies** which shall be considered a part of this contract.

III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "**Request for Advance or Reimbursement**" submitted by the Performing Agency on SF 270. The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.

IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1995 and shall terminate August 31, 1996.

V. CONTRACT AMOUNT:

The total amount of this Contract shall not exceed: **$**

Source of Funds in this Contract: LSCA, Title I 1995 Carryover
CFDA # 84-034

VI. BASES FOR CALCULATING REIMBURSABLE COSTS

EXPENSE CATEGORY	Administration	Audio Visual	Collection Development	Consulting	Continuing Education	Publicity	Technology	TOTAL
Personnel								
Fringe Benefits								
Travel								
Equipment								
Supplies								
Contractual								
Other								
TOTAL DIRECT CHARGES								
Indirect Charges								
TOTAL								

B-7

Funds may be transferred among the above projects and expense categories without amending this contract as long as the cumulative transfers do n exceed ten (10) percent of the total budget. This provision only applies to the above expense categories where dollars are budgeted and does not all the contract to be exceeded.

VII APPLICABLE AND GOVERNING LAW

A. This Contract shall be governed by the laws of the State of Texas. All duties of either party shall be legally performable in Texas. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Texas, and the forum and venue for such disputes shall be Travis County, District Court.

B. This Contract is subject to availability of funds.

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 101-254 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY

Texas State Library

By _____

William D. Gooch
Typewritten Name Above

Director and Librarian
Title

_____
Date

Type or print name of local fiscal officer responsible for account into which these funds are to be paid.

_____
Name of Fiscal Officer

_____
Title (Must be an official of the Performing Agency)

_____
Address

_____
Telephone Number

PERFORMING AGENCY

City of

By: _____
Signature (Must be an official empowered to enter into contracts)

_____
Typewritten or Printed Name Above

_____
Title

_____
Date

Type or print name of individual designated as the person entrusted with the safekeeping of the property acquired with grant funds.

_____
Name of Property Manager

_____
Position of Property Manager

_____
Address

_____
Telephone Number

THIS PAGE IS BLANK

Appendix B
Attachment 2

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

MEMORANDUM

TO: System Coordinators

FROM: Mark Smith, Library Systems Administrator

DATE: September 1, 1995

SUBJECT: System Evaluation Reports

Attached are the forms you will use to satisfy semiannual and annual reporting requirements to the Texas State Library in SFY 1996. These forms and instructions are designed to provide for more uniform reporting from the ten systems, and to ensure that the information requirements of the Texas State Library and the Department of Education are met.

Two forms are attached to this memo along with instructions for each. One is the System Project Evaluation Report form, one of which is to be prepared for each system project, semiannually and annually. The second is the Disadvantaged Services Report form which is to be submitted annually. Your first Project Evaluation Reports will be due for the first half of SFY 1995 and should be received no later than March 25, 1996. The annual Project Evaluation Reports and Disadvantaged Services Reports, which cover the entire 12 month period, are due on September 25, 1996.

As you know, these reports will be included as a part of the LSCA Report which is sent to the Commission, the LSCA Advisory Council, as well as to the Department of Education. For this reason, we request that your reports be: 1. complete, accurate, and clear; 2. an original document; 3. printed on computer or typewriter with at least a 1 1/2 inch to 2 inch margin on both sides. Any problems in this regard will be referred back to you for remedy.

In addition to the forms and instructions, I have provided two examples of what we would expect in a completed form from you.

P.O. Box 12927 Austin, Texas 78711-2927 (512) 463-5460 FAX (512) 463-5436

As has been our previous practice, we ask that the following items be sent as addenda to your Project Evaluation Reports:

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

Please call if you have any questions.

Appendix B
Attachment 2

INSTRUCTIONS

Regional Public Library Systems
Annual Project Evaluation Reports

INTRODUCTION

The System Annual Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage systems to evaluate project results in the context of project objectives.

c. To encourage systems to consider the unit cost of the services they provide.

The report, covering all 12 months of the state fiscal year, is to be submitted by September 25th. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

INSTRUCTIONS FOR REPORT FORM

Specific instructions for the five sections of the System Project Evaluation Report form are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV., Section 1. of your approved Plan of Service proposal if you wish.

2. Summary of project results:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. Specific project objectives:

Restate the individual objectives, from both the Standardized Reporting Form and the Local Objectives Reporting Form, which apply to the project. These may no longer be amended during the course of fiscal year.

4. Specific project results:

For each objective identified in Section 3, indicate the result to date (usually a number), the variance (annual report) or projected variance (semiannual report) between the project objective and the project result, the unit cost incurred in meeting the objective (if applicable), and a brief summary of important activities relating to that objective, including special circumstances which impacted the achievement of project objectives, or the unit cost. For the semi-annual report do not report a variance based on the actual result to date, but, as noted above, on a projection of the year-end result. For the annual report, if project objectives are significantly undershot or overshot, the Activity Summary must provide an explanation of why this was the case.

The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \text{Variance, or Projected Variance}$$

Systems may use whatever methods seem reasonable in projecting project results for the semiannual report.

The formula to be used in determining the unit cost of a system service is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Some objectives may be difficult to unit cost for one reason or another (e.g., cost per student hour of literacy training). In other cases, cost data may not be available. These circumstances should be indicated on the form as "n.a.". Systems should make every effort to supply as much accurate unit cost data as possible.

A detailed methodology for unit costing selected standardized statistics appears below.

5. Significant developments.

In this section system evaluators should indicate any significant accomplishments or occurrences during the evaluation period which are not covered in the preceding four sections. Important changes or improvements in project implementation over previous years should be noted. Any other information important to the understanding of project results to date should be provided in this section.

ADDENDA TO THE SYSTEM PROJECT EVALUATION REPORT

The following should be sent as addenda to your System Project Evaluation Report.

1. Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2. One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3. One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4. One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Please note that information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

UNIT COSTING METHODOLOGY

At a minimum, systems should include unit cost information in their System Project Evaluation Reports for the following 13 standardized statistics. For each of the 13, we have stipulated a standardized computation method which will make it possible to analyze and compare unit cost data received from the systems.

Instructions
System Project Evaluation Report
Page 4

You will note in relation to these computation methods that the general approach was to factor out capital expenditures from these costs. Of course, it would be better to arrive at a standardized depreciation schedule for films, books, projectors, etc., and to figure depreciation into the unit cost calculations. This method was rejected as being too difficult and time-consuming for the time being. The unit costs for these activities (film showings, books-by-mail circulation, etc.) will really be unit operating costs, rather than unit costs per se.

Unit cost data requirements in System Project Evaluation Reports will be as follows:

1. Cost per book purchased

   Computed: Cost of "books received (#1 on SRF) for period in question: number of "books received" (#1 on SRF) for period in question. Do not factor in labor or other costs.

2. Cost per 16mm film purchased

   Computed: Cost of "films received" (#2 on SRF) for period in question: number of "films received" (#2 on SRF) for period in question. Do not factor in labor or other costs.

3. Cost per periodical subscription

   Computed: Cost of "periodical subscriptions" (#3 on SRF) for period in question: by number of same. Do not factor in labor or other costs.

4. Cost per videocassette received

   Computed: Cost of "videocassettes received" (#4 on SRF) for period in question: number of same. Do not factor in labor or other costs.

5. Cost per book leased

   Computed: Cost of lease plan contract (prorated as necessary) for period in question: number of new lease books received for period in question. Do not factor "basic collection" books into unit cost calculations to avoid costing these books more than once.

6. Cost per books-by-mail book circulated

   Computed: Total operating expense of books-by-mail project for period in question: number of circulations for period in question. Do not factor in the cost of books-by-mail books.

7. Cost per film showing

   Computed: Total operating expense of film project for the period in question: number of showings for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost showings by MRC and by other libraries separately.

8. Cost per film attendee

   Computed: Total operating expense of film project for the period in question: the total attendance for the period in question. Do not factor in the cost of films and equipment. Do factor in the cost of replacement footage and equipment maintenance. Do not attempt to cost attendance by MRC patrons and by those of other libraries separately.

9. Cost per videocassette viewer

   Computed: Total operating expense of videocassette project for the period in question: the total number of videocassette viewers for the period in question. Do not factor in the cost of videocassettes or equipment.

10. Cost per reference referral answered

    Computed: Total operating expense of reference referral project for the period in question: the total number of reference referrals answered for the period in question. Do not factor in the cost of equipment.

11. Cost per workshop attendee

    Computed: Total operating expense of the continuing education project for the period in question: the total number of workshop attendees for the period in question.

12. Cost per student hour

    Computed: Total operating expense of the continuing education project for the period in question: the total number of student hours for the period in question.

13. Cost per consultant hour logged during in-person, telephone, or mail consultations.

    Computed: Total operating expense of the consulting project for the period in question: the total number of consultant hours logged for the period in question.

For answers to questions relating to unit costing, projecting project results, or any other issues or concerns relating to the System Project Evaluation Report, system evaluators are encouraged to contact Mark L. Smith (512/463-5527).

REGIONAL PUBLIC LIBRARY SYSTEMS
ANNUAL PROJECT EVALUATION REPORT: SFY 1996

System _____

Project Name _____ Date Submitted: _____

I. Overall objective of this project:

II. Summary of project results:

III. Specific project objectives and results:

A.

Result to Date | Projected Variance | Unit Cost

Activity Summary:

Project _____

Page _____ of _____

III Objectives and Results (continued)

Result to Date	Projected Variance	Unit Cost

Activity Summary

IV Significant developments

EXAMPLE

REGIONAL PUBLIC LIBRARY SYSTEMS
ANNUAL PROJECT EVALUATION REPORT: SFY 1996

System Texas Tumbleweed Library System Annual Report X

Project Name Film Services Date Submitted: September 15, 1996

I Overall objective of this project:

The objective of the TTLS Film Services Program is to supply, on a shared basis, films and projection equipment to meet the basic A-V programming needs of member libraries. The program supplies member libraries with films and projection equipment which they might not otherwise be able to purchase with limited local funds. The system also provides assistance in adapting film programming ideas to individual libraries and encourages the use and maintenance of films through occasional training sessions.

II Summary of project results:

Utilization of film services by the MRC was higher than anticipated in SFY 1996, while use by members was somewhat lower. The latter is attributed to difficulties in purchasing new film hardware. A newly implemented Christmas film circuit resulted in increased utilization of Christmas films during the first half of SFY 1996.

III Specific project objectives and results:

A. Purchase 72 films in SFY 1996

Result to Date	Projected Variance	Unit Cost
81	+13%	$342

Activity Summary: TTLS was able to take advantage of special discounts by film companies to purchase more films in the first half of SFY 1996 than anticipated.

B. Record 3,152 film showings by MRC

Result to Date	Projected Variance	Unit Cost
3,282	+4%	$ 3.84*

Activity Summary: A special lunchtime film series in the fall helped boost MRC totals for film showings.

III Objectives and Results (continued)

C. Record 19,336 film showings by system

Result to Date	Projected Variance	Unit Cost
17,982	-7%	$ 3.84*

Activity Summary: The inability to purchase new and replacement projectors for member libraries may have accounted, in part, for lower than anticipated performance.

D Record film attendance of 100,477 by MRC

Result to Date	Projected Variance	Unit Cost
105,501	+5%	$ .27**

Activity Summary: See IIIB

E Record film attendance of 428,747 by system members

Result to Date	Projected Variance	Unit Cost
403,022	-6%	$ .27**

Activity Summary: See IIIC above

F Distribute 150 copies of updated film catalog

Result to Date	Projected Variance	Unit Cost
150	-0-	$12.53***

Activity Summary: Catalog is being printed.

* Film showing statistics for MRC and members were combined to arrive at unit cost figure.
** Film attendance statistics for MRC and members were combined to arrive at unit cost figure.
*** Includes labor and printing costs.

IV Significant developments

Plans to purchase two projectors for new member libraries and ten replacement projectors for existing system members were delayed due to bid problems with the City Purchasing Department. As of the end of SFY 1996, the system was still awaiting delivery of this equipment.

SFY 1996 saw the initiation of a Christmas film circuit which made more films available to more libraries than was formerly the case when these films were only available on a spot-booking basis. Christmas film circuit films accounted for 1,842 showings and 8,408 attendance during the holiday season. These results were up 24% and 27% respectively from last year's totals.

The policy of continuing to increase the size of the rotating film packets was in evidence during SFY 1996. Two films were added to each packet, bringing the total to 20.

The Audiovisual Committee of TTLS met four times during the SFY 1996. At the first meeting, new films were previewed and revisions to system film policies discussed. At the following meetings, the committee made budget recommendations to the Planning Committee for film services in SFY 1996.

Appendix B
Attachment 2

INSTRUCTIONS

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1996

The Disadvantaged Services Report form is designed to satisfy the reporting requirements of the Department of Education in identifying those areas of the system program of service which impact disadvantaged groups in the state. The report is to be submitted annually, by September 25th, according to your contract. Systems are encouraged to provide copies to system advisory council and planning committee members and to other librarians and citizens who might request them.

Specific instructions for the two sections of the Disadvantaged Services Report are as follows:

1. Summary of System Activities Impacting the Disadvantaged:

   Briefly summarize, using only the space provided, the activities of your system in the preceding year which impacted the disadvantaged. You should note any special circumstances which arose in the course of these activities. You should also note whether your activities increased or decreased over the previous year. Following the narrative summary, you should indicate the total amount of system funds expended in activities impacting the disadvantaged. This total should match the total of the "Expenditures" column in Section 2.

2. Specific Activities by Target Group and Project:

   System activities impacting the disadvantaged are to be categorized by target group and system project, and listed in Section 2 along with the amounts expended and the results for each.

   Descriptors used under the "Target Group" heading should match the main (underlined) headings in the following list. Because these descriptors correspond to specific and distinct priorities of the Library Services and Construction Act, other descriptors should not be used. Subheadings under some of the descriptors are provided to clarify the meaning of the descriptor. Do not, however, use the subheading as a descriptor in Section 2, but only the main heading.

   The target group descriptors are as follows:

   1. Persons Without Public Library Services
      a. Persons in unserved counties.
      b. Other rurally-isolated persons.

   2. Culturally Disadvantaged
      a. Young adults.
      b. Mentally ill (not institutionalized).
      c. Deinstitutionalized.
      d. Single parent families.
      e. Drug abusers.

f. Alcohol abusers.
g. Delinquents (not institutionalized).
h. Abused or neglected young adults, preschoolers, or children.

3. Socioeconomically Disadvantaged
   a. Migrant Workers.
   b. Unemployed.
   c. Women.
   d. Low income persons.

4. Educationally Disadvantaged
   a. Children of socioeconomically disadvantaged adults.
   b. Preschoolers of socioeconomically disadvantaged adults.
   c. Those in need of adult education or coping skills.
   d. Developmentally disabled (learning disabled, retarded, etc.).

5. Physically Handicapped

6. Institutionalized

7. Limited English-Speaking

8. Elderly

9. Persons in Need of Information and Referral Services

10. Functionally Illiterate Persons

In using these Section 2 descriptors, you may abbreviate if you wish.

The column headed "System Project" should reference the cost center in your contract under which the service to a targeted group was provided (e.g., "Collection Development," "Film Services").

The column headed "Expenditures" should break down expenditures for each activity into expenditures of state funds and expenditures of federal funds. Please total these two sub-columns separately at the bottom of the column. Please do not include expenditures of local library funds on services to targeted groups in the Disadvantaged Services Report.

The "Project Result" column of Section 2 should provide a brief statement of what resulted from the activity listed (e.g., "1,500 circulations to rurally-isolated," "500 student hours in literacy classes," "3 films on improving job hunting skills purchased").

For answers to questions relating to the Disadvantaged Services Report, you are encouraged to consult with Mark Smith (512/463-5527).

Appendix B
Attachment 2

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT: SFY 1996

System _____

Date Submitted _____

1. Summary of System Activities Impacting the Disadvantaged:

Total Expended _____

2. Specific Activities by Target Group and Project:

Target Group	System Project	Expenditures LSCA____State _____	Project Result____

EXAMPLE
REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT SFY 1996

System Texas Tumbleweed Library System

Date Submitted September 15, 1996

1. Summary of System Activities Impacting the Disadvantaged:

TTLS serves a region in which 42% of the population is of Spanish origin. Many of these persons could be considered disadvantaged as indicated by high poverty rates. It is estimated that 6.4% of the population of TTLS is limited English-Speaking. Six counties in TTLS had unemployment rates in excess of 9% in July, 1993, with two counties having rates as high as 17% and 21%. Accordingly, TTLS makes an effort to target many of its projects to serve the disadvantaged. In SFY 1995, consultations with member libraries serving predominantly low income and limited English-Speaking populations resulted in four visits at a cost of $416. A workshop entitled "Selecting Spanish-language Materials" was presented on March 23, 1996, at which 13 system libraries were represented. Seven Spanish language films were added to system collections at a cost of $2,488. In addition, Spanish-language books at a cost of $34,611 were purchased with system funds. In other services to the disadvantaged, TTLS provided books-by-mail service to the rurally-isolated residents of Mesquite County, circulating 1,183 books at a cost of $3,647. To support literacy training in the system, $40,000 in literacy grants were awarded to seven member libraries. During the year, 361 large print books were purchased at a cost of $6,290. System member libraries used collection development funds to purchase 5,774 books which were targeted for the educationally disadvantaged.

Total Expended $186,588

2. Specific Activities by Target Group and Project:

	Target Group	System Project	Expenditures LSCA	State	Project Result
a.	Socioeconomically Disadvantaged	Administration Consulting & CE	0	$416	4 libraries consulted
b.	Limited English-Speaking	Administration Consulting & CE	0	140	13 libraries participated 84 credit hours awarded

Regional Public Library Systems
Disadvantaged Services, page 2 of 2

2 Specific Activities (continued)

Target Group	System Project	Expenditures LSCA	State	Project Result
c. Limited English-Speaking	Film Services	0	2,488	7 films purchased
d. Limited English-Speaking	Collection Development	34,611	0	1,983 books purchased
e. Persons without Service	Unserved County	0	3,647	1,183 books circulated
f. Functionally Illiterate	Literacy	40,000	0	1,796 library materials purchased 9,328 student hours 10 tutor training workshops
g. Elderly	Service to the Elderly	6,290	0	361 large print books purchased 15,783 circulations in 65 libraries
h. Educationally Disadvantaged	Collection Development	28,710	70,286	1,645 books purchased 4,129 books purchased
	TOTALS	$109,611	$76,977	

REGIONAL PUBLIC LIBRARY SYSTEMS
SEMI-ANNUAL PROJECT EVALUATION REPORT: SFY 1996

System_____

Project Name_____ Date submitted_____

I. Overall objective of this project.

II. Describe progress of meeting project objective during the first six months of the contract year.

III. Significant Developments.

INSTRUCTIONS

REGIONAL PUBLIC LIBRARY SYSTEMS
SEMI-ANNUAL PROJECT EVALUATION REPORTS

INTRODUCTION

The semi-annual report, covering the first six months of the fiscal year, is to be submitted by March 25th according to the system contract. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

INSTRUCTIONS FOR THE REPORT FORM

Specific instructions for the three sections of the report form are as follows:

1. Overall objective of this project:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV, Section 1 of your approved Plan of Service proposal if you wish.

2. Describe progress of meeting project objective:

   Briefly summarize the ways in which the activities of the project have contributed to meeting the stated objective.

3. Significant developments:

   Briefly describe obstacles or other external factors (if any) which may affect meeting the stated objective this project. If none, please answer "N/A."

MURL PROJECT REPORTS
SFY 1996

INSTRUCTIONS

MURL libraries are required to file MURL Project Evaluation Reports and MURL Uniform Statistical Reports and Explanation of Variance.

DUE DATES

A Project Evaluation Report is to be submitted semiannually; a Uniform Statistical Report (including Explanation of Variance, if needed) is to be submitted quarterly. Failure to file reports when due may result in grant suspension.

Reporting Period	Due Date	Type of Report
First Quarter	12/06/1995	Uniform Statistical Report
Second Quarter	03/07/1996	Uniform Statistical Report
Semiannual	03/25/1996	Program Evaluation Report
Third Quarter	06/06/1996	Uniform Statistical Report
Fourth Quarter	09/05/1996	Uniform Statistical Report
Annual	09/24/1996	Program Evaluation Report

PROJECT EVALUATION REPORT (Semi-annual and Annual)

The report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the U.S. Department of Education.

b. To encourage grant recipients to evaluate project results in the context of project objectives.

c. To encourage recipients to utilize quantitative measures in stating objectives and to employ quantitative evaluation techniques.

Each report shows project performance for the reporting period. The annual report shows activity for the second 6 months and summarizes performance data for the entire year. The annual report will be submitted to the U.S. Department of Education as your Final Project Report.

Appendix B
Attachment 3
Report Form:

I. Overall Objective of this Project - State the overall project objective(s) for the year clearly and succinctly. For example:

The objective of the MURL Grant Project for SFY199X is to utilize $12,000 in MURL Grant funding to support the work of the Local History Department in serving persons throughout the metroplex. Library materials will be purchased for the collection, and services will be provided by the library free of charge to non-residents.

II. Year-to-Date Summary of Project Results - Briefly summarize project accomplishments for the period you are reporting on. The annual report should both report on activity for the second six months, and provide year-to-date data on accomplishments for the grant period. Indicate any special circumstances which impacted on the achievement of objectives, either negatively or positively.

Include a brief statement on the current budget status of your grant, showing amount spent, amount still encumbered, and balance. Use the most up-to-date figures available, which might prove to be those from our own records.

III. Specific Project Objectives and Results

Objective

Objectives are to be taken from your grant application performance measures, and no substantive objective included in your application may be omitted. List specific end-of-year project objectives, including all numeric objectives. Please note that libraries must report statistics on one or more of the following free services offered non-residents: one-site use of the collection, reference services, or circulation of library materials. Exclude ILL activity when reporting on circulation of library materials, as ILL is a separately funded program. Other objectives should be reported in quantitative terms whenever possible.

Year-to-Date Result

Indicate the results for the period reported on - This will be a number, even if "zero", or a brief statement in the case of a non-quantitative objective. The annual report should both report on activity for the second six months, and summarize and cumulate project accomplishments for the grant year.

Activity Summary

Provide a brief summary of important activities relating to the given objective, including special circumstances which impacted the achievement of project objectives.

NOTE: Include an explanation if project accomplishments are significantly at variance (+/- 5% or more) with project objectives.

UNIFORM STATISTICAL REPORT with Explanation of Variance (Quarterly)

Libraries are required to submit quarterly statistical reports on MURL grant activity, including an Explanation of Variance. The purpose is to meet reporting requirements set by the Texas State Legislature; to aid in reporting MURL activity to the U.S. Congress through the U.S. Department of Education; and to help ensure uniformity in reporting MURL statistics. These statistics pertain only to the MURL program of serving non-residents.

Libraries must report on all materials purchased with grant funds (MATERIALS ACQUISITION); and on the required service categories of reference and on-site use. We request that you report on other applicable categories. Enter statistics on the Uniform Statistical Report form even if they have been included in the Project Evaluation Report.

The reports are subject to audit by the State of Texas, so be accurate and keep verifying documentation.

General

- Do not correct or amend the previous quarter's figures. If corrections are necessary, adjust the current report. If you desire, you can note information regarding the corrections at the bottom of the page .

- Report statistics appropriate to the period being reported: For example, if you receive 1,000 books in January, and 1,000 books in March you would report 1,000 books received the second quarter, and 1,000 books received the third quarter.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

Instructions

- End-of-Year Target. This figure is taken from your grant application and shows the end-of-the-year objective that you said you would achieve if the grant application were funded. These figures may not be revised.

- Year-to-Date Total. Enter the sum of all quarterly figures.

- Percent of Target Attained To-Date. Calculate the percent, and report any variance above or below the acceptable range on form Explanation of Variance. See Explanation of Variance for the acceptable range.

The percent of the program target reached is calculated using this formula:

$$\frac{\text{Y-T-D Total}}{\text{End-Of-Year Target}} \times 100$$

Appendix B
Attachment 3
Lines 1-5: Materials Acquisition

Please report only materials actually received. Do not report materials which have been ordered, since many orders are canceled. In the first quarter of any fiscal year, do report materials received in the new fiscal year, but which were ordered and paid under the previous year's grant. This will ensure a continuous count of all materials obtained with grant funds.

Line 1: Books received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, Books In Print and Subject Guide To Books In Print would be counted as multi-volume sets.

Line 2: Subscriptions purchased

Count the number of volumes of periodicals purchased with grant funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased.

Line 3: Videocassettes received

Please report the number of videocassettes purchased with grant funds.

Line 4: Microform volumes received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publication on microform, count the number of volumes or years, if possible. In the case of census records on microfilm, it will be necessary to count the number of rolls received. In the case of business services or other similar information on microfiche, substitute the number of titles received.

Line 5: Other materials received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 6: Film attendance

Please include the number of persons attending film programs.

Line 7: Videocassette viewers

Please report the number of citizens viewing videocassettes both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one circulation as one viewer; however, do not report a charge-out transaction when viewer count is available.

Line 8: Filmstrip viewers

Please report the number of persons viewing filmstrips, both in the library and outside of the library.

Line 9: Other program attendance

If the library sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, please report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported on Lines 6-8 above.

Line 10: Circulation...reciprocal borrowing

If your library has a reciprocal borrowing agreement with one or more other libraries, please report the number of materials you loaned under these agreements.

Line 11: Circulation...non-residents

Please report the number of times materials were circulated from any part of the collection to non-residents. Such circulation statistics would include large-print materials, Spanish language materials, cassettes and art prints, etc. Exclude material reported on Line 10. Libraries must report on one or more of the categories in Lines 11-13.

DO NOT report interlibrary loans which involve TexNet, as this activity is a separately funded and reported program.

Line 12: On-site use of collection

Report the number of non-residents using the collection. Libraries must report on this line and on line 13.

Line 13: Reference services

Report on references services extended to non-residents in-house, by telephone, or by mail. Libraries must report on this line and on line 12.

REPORT FORMS

Feel free to use a computer in preparing either report; however, all reports must closely follow the forms supplied with these instructions. Your annual Project Evaluation Report will be included with annual reports from other libraries and submitted to Washington as your Final Project Report. The Uniform Statistical Report and Explanation of Variance will be used by the State Library, the State Legislative Budget Board, and the State Auditor.

For assistance in completing these reports call Richard E. Getz, Grants Coordinator, at (512)463-5532.

Appendix B
Attachment C

MURL PROJECT EVALUATION REPORT, SFY 1996

EXAMPLE

Library: Metropolitan MURL Library Semiannual ____ Annual X

Submitted By: Grant Green, Project Manager Date: September 25, 199X

I. Overall Objective of this Project

The objective of the MURL Grant Project for SFY 199X is to utilize $9,337 in MURL Grant funding to support the work of the Telephone Reference Department and the Local History Department in serving persons throughout the metroplex. Library materials will be purchased for these collections, and services will be provided by these departments to non-residents, free of charge.

II. Year-to-Date Summary of Project Results

By the end of the grant period, $12,656 (92%) of the grant funds had been expended for reference and local history materials, the remaining funds had been encumbered, leaving a balance of $0.

154 volumes had been purchased for the telephone reference collection and 114 volumes for the local history collections, giving a grand total of 268 volumes purchased, seven less than planned.

A survey of telephone reference services to non-residents revealed that the objective of 2,920 information requests for the grant period had been exceeded by 3.2 percent. A survey of non-resident on-site use of the local history collections indicated that the objective of 5,840 non-residents utilizing these collections had been exceeded by 5.9 percent.

III. Specific Project Objectives and Results

Objective A

Purchase 145 volumes for the telephone reference collection.

Year-to-Date Result

133 volumes were purchased during the second six months, giving a grand total of 154 for the year.

Activity Summary

The Telephone Reference Department's goal of spending all of its MURL Grant allotment by the end of the year was met. Based on current encumbrances, the goal of 145 volumes is likely to be exceeded by 9 volumes.

Objective B

Purchase 130 volumes for the local history collection.

Year-to-Date Result

102 volumes were purchased during the second six months, giving a grand total of 114 for the year.

Activity Summary

Higher than expected unit costs for local history (Texana and genealogy) materials have resulted in the objective not being met by 16 volumes.

Objective C

Receive 1,460 requests for telephone reference information from non-residents each six months for an annual total of 2,920 requests.

Year-to-Date Result

1,608 information requests were received during this reporting period, giving a total of 3,012 for the year.

Activity Summary

During the third week of March, non-resident use of telephone reference services was surveyed. This percentage was two points higher than the survey results for the first six months. Applying the survey results to the total requests for the second half of the year resulted in a estimate of 1,608 non-resident requests received. The airing of radio public service announcements concerning telephone reference service, heard throughout the Metroplex in February and March, would appear to account for some of the increase in telephone reference requests by non-residents in the second half of the year.

Objective D

Have 2,920 non-residents make on-site use of the local history collections each six months for an annual total of 5,840 non-resident users.

Year-to-Date Result

2,914 non-resident users were estimated to have used the collections on-site this reporting period, for a grand total of 6,183 for the year.

Activity Summary

The results from six sample days scattered throughout the reporting period showed that 23% of the on-site use of local history collections was made by non-residents. Applying this percentage to the sample results for total use during the second six months yields an estimate of 2,914 users for the second reporting period. This estimate is down from 3,269 in the first period. This decline can be attributed to slightly lower overall library use during March and April. Overall, the Local History Department has exceeded its target for the year by 343 non-resident on-site users.

MURL PROJECT EVALUATION REPORT, SFY 1996

Library: _____ Semi-Annual ____ Annual ____

Submitted By: _____ Date Submitted: _____

I. Overall Objective of this Project

II. Year-to-Date Summary of Project Results

III. Specific Project Objectives and Results

A. Objective

Year-to-Date Result

Activity Summary

Library: _____

Page _____ of _____

III. Specific Project Objectives and Results (Continued)

B. Objective

Year-to-Date Result

Activity Summary

C. Objective

Year-to-Date Result

Activity Summary

MURL UNIFORM STATISTICAL REPORT, SFY 1996
QUARTERLY REPORT

Library: _____

	End of-Year Target	QUARTERS 1	2	3	4	Year to-Date Total	Percent of Target Attained To-Date
MATERIALS ACQUISITION (Reports are required on all materials purchased with ***grant*** funds)							
1) Books received							
2) Subscriptions purchased							
3) Videocassettes received							
4) Microfilms received							
5) Other material received							
TOTALS							
MEDIA SERVICES/SPECIAL PROGRAMS							
6) Film attendance							
7) Videocassette viewers							
8) Filmstrip viewers							
9) Other program attendance							
TOTALS							
CIRCULATION (Exclude ILL activity)							
10) Reciprocal borrowing							
11) Non-Residents							
TOTALS							
12) * On-site use of collection by Non-Residents							
13) * Reference services for Non-Residents							

* Grant recipients are required to provide and report on these free services to non-residents; but please report on all of the services actually offered. In addition, report on all materials purchased with grant funds.

Appendix B
Attachment 3

MURL UNIFORM STATISTICAL REPORT, SFY 1996
EXPLANATION OF VARIANCE

Library: _____

A written explanation, including action to be taken to remedy the situation, is required if actual performance varies from projected performance by +/- 5 percent or more from the projected annual figure. Provide an explanation if the percent of annual performance attained is

		Equal To or		
Reporting Period	Less Than		Greater Than	
First Quarter	20%	or	30%	of annual target
Second Quarter	45%	or	55%	of annual target
Third Quarter	70%	or	80%	of annual target
Fourth Quarter	95%	or	105%	of annual target

WORK PERFORMANCE TARGET	EXPLANATION OF VARIANCE

UNIFORM STATISTICAL REPORT FOR REGIONAL SYSTEMS - 1996

Name of Reporting System: _____

Reporting Month: _____

	YEARLY TARGET AS OF 8/31/96	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
MATERIALS ACQUISITION INFORMATION			
1. Number of Books Received			
2. Number of 16mm Films Received			
3. Number of Periodical Subscriptions Purchased			
4. Number of Video Cassettes Received			
5. Number of 16mm Films Leased			
6. Number of Books Leased			
7. Number of Volumes of Microform Received			
8. Other Materials Received			
Total 1-8			
MEDIA SERVICES			
9. Number of Film Showings			
10. Number of Persons Attending Film Showings			
11. Number of Video Showings			
12. Number of Persons Attending Videocassette Showings			
13. Number of Persons Attending System-Sponsored Programs			

Appendix B
Attachment 4

	YEARLY TARGET AS OF 8/31/96	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
CIRCULATION SERVICES			
14 Number of Books Circulated to the Public			
15 Number of Other Materials circulated to the Public (Audioc + Circuit VC)			
16 Number of Materials Circulated Through Reciprocal Borrowing Programs			
INTERLIBRARY LOAN SERVICES			
17 Number of Reference Referrals Answered			
18 Number of Lateral ILL Request Filled			
TECHNICAL ASSISTANCE			
19 Number of Workshops Held			
20 Number of Persons Attending Workshops			
21 Number of Student Hours at Workshops			
22 Number of Consultant Hours			
23 Number of Library Staff Assisted			
24 Number of Pieces of Publicity Distributed			
LITERACY OR ESL PROJECT			
25 Number of Persons Attending Literacy or ESL Sessions			
26 Number of Student Hours in Literacy or ESL Sessions			

	YEARLY TARGET AS OF 8/31/96	THIS MONTH'S PERFORMANCE	CUMULATIVE PERFORMANCE YEAR-TO-DATE
AUTOMATED PROJECT			
27 Number of Bibliographic Records in the Database, 9/1/95			
28 Number of Bibliographic Records Created			
29 Number of Bibliographic Records Deleted			
30 Number of Patron Records in the Database, as of 9/1/95			
31 Number of Patron Records Created			
32 Number of Patron Records Deleted			
33 Number of Materials Circulated (Automated)			
34 Number of Lateral Interlibrary Loans (Automated)			
35 Number of Reciprocal Borrowing Transactions (Automated)			
TECHNOLOGICAL SUPPORT			
36 Number of Pieces of Equipment Purchased			
37 Number of Libraries or Branches Assisted			
NETWORKED RESOURCES			
38 Number of On-line Sessions			

Send Completed Form For Each Month To: Texas State Library
Library Development Division
Box 12927
Austin, Texas 78711

Appendix B
Attachment 4

UNIFORM STATISTICAL REPORTING FORM FOR SYSTEMS

INSTRUCTION SHEET

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter.

The concept of Key Performance Targets introduced during SFY 1992 will continue in the 1995-96 Biennium; however, the items on your Uniform Statistical Report to be included in our Key Performance Targets have changed. We will be reporting program measures in the following four categories:

1. Number of Books and Other Library Materials Provided to Libraries. This figure will combine materials purchases (lines 1 through 8 of the Uniform Statistical Report) and lateral loans (lines 18 and 34).

2. Number of Electronic Records Created. This measure will use line 28 of the Uniform Statistical Report.

3. Number of Persons Provided Project-Sponsored Services. This measure will include persons viewing system sponsored AV programs (lines 10 and 12), program attendance (line 13), direct loans to patrons (lines 14, 15, and 16), reciprocal borrowing (lines 16 and 35), reference referrals (line 17), persons attending ESL or literacy instruction (line 25), and number of on-line sessions logged (line 38).

4. Number of Librarians Trained or Assisted. This figure will combine workshop attendance (line 20) number of library staff assisted (line 23).

While all the measures are important, the targets which become part of our Key Performance Target Report are particularly crucial.

GENERAL INSTRUCTIONS FOR COMPLETING THIS STATISTICAL REPORTING FORM

- Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note information regarding the corrections at the bottom of the page.

- Report the statistics appropriate to the specific month being reported. For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) may be explained in the narrative evaluation.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-8: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are canceled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1995 system grant were received in November, 1995 (during FY 1996), those materials would be reported in the November, 1996 report. This will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., Resource Sharing, Consulting).

Line 1: Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use." Under this definition, Books In Print would be counted as separate volumes or pieces of library material.

Line 3: Number of Periodical Subscriptions Purchased

Count the number of volumes of periodical purchased with system funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased (i.e., do not attempt to report periodical received by member libraries).

Line 4: Number of Video Cassettes Received

Report the number of videocassettes purchased with system funds by the MRC or member libraries.

Line 6: Number of Books Leased

Report the number of new materials which will actually be received by each library from the commercial vendor. You can report this statistic once at the beginning of the year based on the total of each library's contract with the vendor. Do not count the "base collection" which the library has on hand at the start of the fiscal year.

Line 7: Number of Volumes of Microform Received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publications on microform, count the number of volumes or years, if possible. For census records on microfilm, count the number of rolls received. For business services or other such information on microfiche, substitute the number of titles received.

Note. This measure does not include the microforms produced by the system or the MRC, such as a COM catalog of MRC holdings.

Line 8: Other Materials Received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 9-10: Number of Film Showings and Number of Persons Attending

Report the number of film showings and the number of persons attending film programs. 16mm film showings and attendance count should be reported for all system-owned films and for all films leased with system funds. The count of film showings should include both in-house programs and out-of-library circulations.

Lines 11-12: Number of Videocassette Showings and Number of Persons Attending

Report the number of videocassette showings and the number of persons attending videocassette programs. Showings and attendance count should be reported for all system-owned videos and for all leased videos obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations. If viewer count is not available, then report one circulation as one viewer.

Line 13: Number of Persons Attending System-Sponsored Programs

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported under #10 (Persons Attending Film Showings) or #12 (Persons Attending Videocassette Showings).

Line 14: Number of Books Circulated to the Public

Report the number of system-owned materials circulated to the public. Such circulation statistics would include the books-by-mail, large-print, Spanish language materials, and extension loan collections. This includes out-of-library circulations by local libraries.

Line 15: Number of Other Materials Circulated to the Public

Please report the number of system-owned cassettes, art prints, or other materials circulated to the public. Include out-of-library circulations by the local library.

Line 16: Number of Materials Circulated to the Public through Reciprocal Borrowing (Non-Automated)

If your system has a reciprocal borrowing component in your plan of service, report the number of materials loaned to residents under this component. (See the note for Line #18 below). Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased with system funds, report those transactions on line #35.

Line 17: Number of Reference Referrals Answered

This measure should be used to report on the number of reference questions initiated by the public which were referred to the system office from the local library and answered by the reference back-up project. Do not include any questions which involve the TexNet Interlibrary Loan Center; report only those questions which are not answered by the ILL staff. Report only the number of requests which were filled. If one request required five items being sent to the local patron, report only one request filled. Do not report the five items on any line in this report.

Line 18: Number of Lateral Interlibrary Loans Filled

Report the number of interlibrary loans which occur among the member libraries as part of a specific system program. Do not report any interlibrary loans through TexNet.

Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (line #16 or line #35).

Do not report lateral interlibrary loans which are charged through an automated circulation system which was purchased with system funds; report those transactions on line #34.

Line 19: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop. A workshop on puppetry held in three locations is counted as three workshops. If a workshop is cosponsored with another system or TSL, report this on the appropriate space on the form. "Cosponsorship" implies joint planning and financing; it would not apply to cases where one system simply allows persons from another system to attend that system's workshop. Note: The system advisory council orientation sessions and conferences are to be considered as workshops. When a system reports a joint workshop, that system may report a prorated share of persons and student hours on lines 21 and 22.

Line 20: Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held. Do not include in this category the number of system staff who attend workshops, but do include MRC staff. If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for which portion of the persons attending. It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system. If persons from one system attend another system's workshop which is not cosponsored, the sponsoring system should report these persons, even though they were from another system.

Formal training of volunteer literacy tutors in a workshop setting should be treated as a system workshop and reported as such on the standardized reporting form, if the system is paying for the workshop or had a role in arranging for the workshop (for example, arranging for meeting space, helping to publicize the workshop, etc) If the system does not have a direct role in arranging for the tutor training (if the local library or some other group does this), the session should not be counted as a system workshop The cost of a tutor training session should be charged to the Literacy Project cost center, not the Continuing Education Project cost center

Line 21: Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop In the case of system advisory council orientation and conferences, exclude hours spent observing Commission meetings, listening to political figures, etc Exclude system staff attending the workshop Do not count lunch and breaks Avoid double counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated

Line 22: Number of Consultant Hours Logged

Report the number of hours which system staff spend in providing consulting services in person, by phone, or by mail In-person consulting includes on-site visits as well as contacts made at the system office Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours." Include consultant hours logged by all system staff and other personnel who are doing specialized consulting Include presentations, group sessions, and speeches, such as presentations made to a civic organization, Friends group, commissioners' court, or county library association Telephone or mail consultations are specific requests for assistance which can be provided over the telephone or by mail Do not include routine mailings and telephone conversations with system members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc

Line 23: Number of Library Staff Assisted

Report here the total number of persons associated with local libraries with whom system staff have consulted This figure should represent non-unique counts of all consultations including telephone and on-site contacts Include in this count any consultation with any member of the library staff, library board and local officials concerning the operation and management of the library and its programs Do not count contacts relating to the administration of the system grant such as applications for minigrants, the status of invoices to vendors or collection development allocations

Line 24: Number of Pieces of Publicity Distributed

Report the total number of pieces of promotional, public relations, and other printed materials which the system distributed Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationery produced or purchased by the system should be included Do not include books-by-mail catalogs or updates

Line 25: Number of Persons Attending Literacy or ESL Sessions

Report the number of persons attending each tutoring or class session. Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the major resource system's literacy program.

Note: This is not the number of individuals enrolled for the program, but the attendance at each session.

Line 26: Number of Student Hours in Literacy or ESL Sessions

Multiply the number of contact hours at the local library (hours during which students and instructors are meeting in tutoring or class sessions) by the number of students in attendance at that session.

Line 27: Number of Bibliographic Records in the Database

Report here the total number of machine-readable bibliographic records in your system's database as of the first day of the state fiscal year (September 1). Report monthly additions to the database in line 27. Patron records are reported in Line #31.

Line 28: Number of Bibliographic Records Added to the Database

Report the number of machine-readable bibliographic records representing holdings of participating libraries that your system added to the database during the month. Count records for all types of library materials.

Line 29: Number of Bibliographic Records Deleted from the Database

Report the number of machine-readable bibliographic records representing holdings of participating libraries which were deleted from the automated system during the month.

Line 30: Number of Patron Records in the Database

Report the number of machine-readable records of system member library patrons contained in your system's automated circulation system as of the first day of the state fiscal year (September 1). Report patron records added to the database monthly in line 31.

Line 31: Number of Patron Records Added to the Database

Report the number of machine-readable records of library patrons which your system added to the database during the fiscal year. Enter the total number of records for all patrons of all libraries participating in the project.

Line 32: Number of Patron Records Deleted from the Database

Report the number of machine-readable patron records which your system deleted from the automated system during the fiscal year.

Line 33: Number of Materials Circulated (Automated)

Report the number of circulation transactions recorded by your automated circulation system during the fiscal year. Include serial and film booking transactions if your circulation system has these modules. The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, renewals, and reserves which are charged through the system.

Line 34: Number of Lateral Interlibrary Loans (Automated)

Report the number of interlibrary loans which occur among the member libraries which are recorded through the automated circulation system. Do not report any interlibrary loans through TexNet. It is critical that no double counting occur. If an interlibrary loan is recorded on TexNet, it should not be reported here.

If a lateral interlibrary loan occurred without the use of a system-purchased automated circulation system, report the transaction only on Line #18. Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line #35.

Line 35: Number of Reciprocal Borrowing Transactions (Automated)

Report the number of materials loaned to patrons of other libraries as a result of the automated circulation system. Do not double count reciprocal loans reported on Line #16 of this report. Line #16 refers to reciprocal loans which occur in systems without an automated shared circulation system paid in part with state or federal funds. In order to be reported on this line, the reciprocal borrowing transaction must be recorded through the automated circulation system.

Line 36: Number of Items of Equipment Purchased for Member Libraries

Report the number of items of equipment purchased for member libraries from all projects. Count equipment purchased as a unit consisting of several parts as one item unless the parts can normally be purchased separately and can be used independently. For example, a computer CPU, monitor and keyboard, purchased together, would count as one item. Items purchased separately each count as one item. For example, a computer CPU, a monitor and a keyboard, purchased as replacements or additions for different libraries, would count as three items.

Line 37: Number of Libraries or Branches Assisted with Technological Support

Report the number of individual libraries or branches for which items of equipment were purchased from all projects. Count each library or branch only once, even if it received more than one item of equipment.

Line 38: Number of On-line Sessions

Report the number of discrete uses of any shared electronic resource, service or network by a library patron or library staff acting on behalf of a patron. Examples include Internet sessions, access to remote resources or services, and uses of automated union catalogs. Report those uses which were funded in whole or in part from system funds.

LOCAL/SYSTEMS OBJECTIVES REPORT

System _____ Month: _____

Project Title _____ State Fiscal Year: _____

Please include your locally determined objectives on this form. There is no need to duplicate objectives which are included on the Uniform Statistical Report. The objectives listed on this form should be realistic, attainable, and quantified and should (1) clearly identify the proposed services; (2) state the number of service units to be provided; (3) state the time frame; (4) clearly define the target population; and (5) define the performance or workload measures for each stated objective.

At the close of each month, you should report progress made that month toward meeting your quantitative objectives in the section entitled, "Performance Report - Month." Also enter the cumulative total for the year in the section entitled, "Performance Report - Year to the Date."

Please note that there must be objectives for each project for which there are no measures on the Uniform Statistical Reports. Targets may not be revised during the fiscal year; variance above or below the target should be explained in the evaluation reports.

Statement of Objectives	PERFORMANCE REPORT Month	Year To Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Appendix B
Attachment 4

System:

FY 1996 Key Performance Target

Target 1 Materials Provided to Libraries
Include Materials purchased (lines 1-8) and lateral loans (lines 18 and 34)

Target	1st Q	2nd Q	3rd Q	4th Q	Total	% Target	Explanation of Variance

Target 2 Persons Provided System Sponsored Services
Include Persons viewing system-sponsored AV programs (lines 10 and 12), program attendance (line 13), direct loans to patrons (lines 14 and 15), reciprocal borrowing (lines 16 and 35), number of reference referrals answered (line 17), and persons attending ESL or literacy instruction (line 25)

Target	1st Q	2nd Q	3rd Q	4th Q	Total	% Target	Explanation of Variance

Target 3 Number of Electronic Records Created (line 28)

Target	1st Q	2nd Q	3rd Q	4th Q	Total	% Target	Explanation of Variance

Target 4 Number of Librarians Trained and Assisted
Include Workshop attendance (line 20) and number of library staff assisted (line 23)

Target	1st Q	2nd Q	3rd Q	4th Q	Total	% Target	Explanation of Variance

B-52

KEY PERFORMANCE TARGETS

INSTRUCTION SHEET

The 1996 Key Performance Target Reporting Form is unchanged from that used in SFY 1995.

Please send the completed form to the State Library by the date specified in paragraph O of your contract.

The numbers reported in the "1st Q", "2nd Q", "3rd Q", and "4th Q" columns should be the performance for **that quarter only.** The "Total" column should sum the total of the quarterly columns to date.

Please provide an explanation of any variance +/- 5% of the quarterly percentage. For example, for the 3rd Quarter, 75% of the target would normally be attained, therefore, an explanation is expected if performance falls below 70% or above 80% of the target.

Any questions regarding collecting or reporting Key Performance Targets should be addressed to Mark Smith (512) 463-5527.

Put FY1996 Key Performance Target for here - landscape - p.B-50 (renumber rest) - put before Key Performance Targets Instruction Sheet (B-51)

ANNUAL REPORT
FOR LOCAL FISCAL YEAR 1995

This form is due at the Texas State Library three months after your 1995 fiscal year ends. All data applies to your library's 1995 fiscal year.

The local fiscal year covered by this report began _____ and ended _____.

Library Name_____ County_____
(As you wish it to appear in the directory)

Mailing Address_____ - _____
street or p.o. box city zip code +zip extension

Street Address_____ - _____
(if different from above) street city zip code +zip extension

Phone_____
area code number extension

Telefax_____
area code number

E-mail Address (administrative)_____

Head Librarian_____
first name last name

Person completing form_____
(if different than Head) first name last name position

Board Chair_____
first name last name

Mailing Address_____ - _____
street or p.o. box city zip code +zip extension

Friends President_____
first name last name

Mailing Address_____ - _____
street or p.o. box city zip code +zip extension

Outlets and Users

Number of branch libraries_____

Number of bookmobiles in use_____

Number of other public service outlets (collections in nursing homes and jails, stations, etc.)_____

Has the main library building(s) or any branch library been renovated, expanded, or new construction completed within the period covered by this report?

_____ Yes _____ No

Categories of Expenditures

SALARIES AND WAGES			
Library Staff	1a		
Plant Operation, Security and Maintenance Staff	1b		
EMPLOYEE BENEFITS			
Library Staff	2a		
Plant Operation, Security and Maintenance Staff	2b		
Subtotal Wages and Benefits **(Add 1a through 2b)**		3	
COLLECTION			
Print Materials (exclude serial subscriptions & microforms)	4		
Serial Subscriptions (include all physical formats)	5		
Microforms (except serial subscriptions)	6		
Audiovisual Materials	7		
Other Materials	8		
Subtotal Collection **(Add 4 through 8)**		9	
MISCELLANEOUS			
Furniture and Equipment	10		
Other Operating Expenses	11		
Subtotal Miscellaneous **(Add 10 + 11)**		12	
Total Direct Operating Expenditures **(Add 3 + 9 + 12)**		13	
Indirect Costs *(Optional - attach documentation if claimed)*		14	
Total Operating Expenditures **(Add 13 +14)**		15	
Capital Outlay *(Do not include expenditures reported above)*		16	

Local Financial Effort

Of the amount shown in Library Collection Expenditures (Item 9), how much was expended from local funds only? 17_____

Of the amount shown in Total Operating Expenditures (Item 15), how much was expended from

- Local funds only (include government sources)? 18_____
- Local government sources only? 19_____

Note: See Instructions (page 6) for definitions of "local funds" and "local government sources."

Library Income By Source

"Operating Income" is money received by the library for the current and recurrent costs of operation, including grants for special projects. "Capital Income" is money intended for major capital expenditures, construction, renovation, endowment fund deposits, or other extraordinary items. (Exclude interlibrary loan and system operation grants from both of these categories)

	OPERATING INCOME	CAPITAL INCOME
City or Cities	20a_____	20b_____
County or Counties	21a_____	21b_____
School Districts	22a_____	22b_____
Foundation & Corporate Grants	23a_____	23b_____
Federal Library Services & Construction Act Funds	24a_____	24b_____
Other Federal Funds	25a_____	25b_____
State Funds (do not include system grants)	26a_____	26b_____
Other Local Sources (interest, fines, donations from individuals)	27a_____	27b_____
TOTAL INCOME	28a_____	28b_____

If the library received funds from a city or county other than the one in which the library is located, list the appropriate cities or counties separately and indicate the total of the funds received from each city or county.

Cities or Counties Funding the Library	Amount Received
_____	$_____
_____	$_____
_____	$_____

LIBRARY COLLECTION

		Titles	Volumes, Items or Physical Units
Books and Serials (exclude microforms)	29		
Uncataloged Paperbacks	30		
Government Documents (if in separate collection and exclude microforms)	31		
Microforms (include government documents)	32		
Audio Materials	33		
Films	34		
Video Materials	35		
Machine-Readable Materials	36		
Other Library Materials	37		
TOTALS	38		

Number of subscriptions currently received (periodicals and newspapers in any format) 39_____

LOCAL LIBRARY SERVICES

Number of library circulation transactions 40_____

Number of reference transactions received by your library 41_____

Number of persons attending programs/presentations provided by the library 42_____

Number of materials used in the library 43_____

Number of library visits 44_____

How long is your standard check-out period for books? 45_____days

Does the library have a long-range plan? _____Yes _____No

ADULT EDUCATION

Did your library offer any of the following adult education services? (Check all that apply.)

_____ ABE - Adult Basic Education classes

_____ GED - General Education Development classes

_____ ESL - English as a Second Language classes

_____ Literacy tutoring or small groups

_____ ESL - English as a Second Language tutoring or small groups

_____ Family Literacy

_____ Workplace Literacy

CHILDREN'S SERVICES

Number of circulations of juvenile materials
(children's materials in all formats, excluding young adult materials) 46_____

Number of persons (juvenile and adult) attending children's programs provided by the library 47_____

LIBRARY STAFFING AND SALARIES

	Number of Full-Time Equivalents*
Persons Holding Title of Librarian	
• with master's degree from program accredited by ALA	48_____
• other persons holding title of librarian	49_____
All other paid staff	50_____
Total library paid staff	51_____

* Divide hours scheduled per week by 40 hours.

How many hours last year did volunteers (including community service, Green Thumb, etc.) work in your library? 52_____

What was the Head Librarian's annual rate of salary? 53 $_____

How may hours per week is the Head Librarian currently employed in library duties? 54_____hours per week

RESOURCE SHARING

	Number of Requests
Interlibrary loan requests (exclude informational requests) filled by other libraries **for your library users**	
• Through a State sponsored Interlibrary Loan Office	55_____
• Requests filled by any other method	56_____
Interlibrary loan requests **provided to other** libraries	57_____

Does your library participate in any reciprocal borrowing agreement?
(Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other without payment of a nonresident use fee.)

_____ Yes _____ No

If your library participates in a reciprocal borrowing arrangement, please list the libraries with which you have an agreement._____

_____

_____

Number of reciprocal loans provided to patrons of other libraries 58_____

Does your library charge a non-resident fee or deposit to persons living outside the library's service area?

_____ Yes _____ No

If yes,

Outside what areas (city, county, school district, etc.) does the fee apply?_____

_____

How many fee-paying non-resident borrowers are registered?_____

How many materials were circulated to fee-paying non-resident borrowers?_____

What is the annual cost of a non-resident card? $_____

(If there is other than a flat annual charge, please attach a fee schedule.)

What was the total revenue from non-resident fees last year? $_____

Does this revenue go to _____ the library

_____ the city, county, or school district

_____ other (Where?_____)

Does your library circulate materials to persons living outside the library's tax-supporting service area without a fee or deposit?

_____ Yes _____ No

If yes,

To what areas or groups do you provide free service?_____

_____

How many non-resident borrowers are registered without charge?_____

How many materials were circulated to non-resident borrowers without charge?_____

LIBRARY HOURS

Total number of hours during the year that the library was open. 59_____per year

The purpose of this question is to find out how many overlapping hours of library service were available to your patrons last year. **This total should be reduced for any hours that any of the facilities were closed to the public (e.g., holidays, weather emergencies, staff development days, construction, repairs, etc.).** Report every hour that any facility is open to the public during all of last year.

Count main library, branches, and bookmobiles in the following way. If, for all 52 weeks, the main library was open 50 hours a week and the two branches were open 42 hours a week (regardless of whether or not all are open at the same or different times), the total should be reported as 6,968 hours
(50 + 42 + 42 =134 X 52 weeks = 6,968).

SCHEDULE OF HOURS OF THE MAIN LIBRARY OR LIBRARY SYSTEM HEADQUARTERS

(If the library closes for the lunch hour, be sure to reflect this in the schedule.)

REGULAR SCHEDULE		SUMMER SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
WEEKLY TOTAL		WEEKLY TOTAL	

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

LIBRARY USE CHARGES AND FEES

Rule 1.72 of the Rules for Administering the Library Systems Act requires a public library to "provide library services without charge or deposit to all persons residing in the library's tax supporting political subdivision."

§ 1.72 Public Library Service

(b) The following charges are permitted at the discretion of the library's governing authority: reserving library materials; use of meeting rooms; replacement of lost borrower cards; fines for overdue, lost, or damaged materials in accordance with local library policies; postage; in-depth reference services on a contractual basis; photocopying; telefacsimile services; library parking; service to non-residents; sale of publications; rental and deposits on equipment; and charges for the use of materials and machine-readable databases not owned by the library, major resource center, or regional library system for which the vendor or supplier has charged a borrowing fee.

Please describe charges assessed to residents for any library services NOT listed in Rule 1.72 above. Also, please identify the fee structure. Use an additional page if necessary.

_____

_____

Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? (Check any applicable groups)

_____ New Residents _____ Temporary Residents _____ College Students _____ Military

If the answer is yes to any of the four choices, please submit a copy of the policy authorizing this charge if the policy is not already on file with the State Library.

BRANCH AND/OR BOOKMOBILE INFORMATION

(Attach a separate sheet if more space is necessary. A library may submit its own published listing of branch hours and locations, if such a list is available. Population estimates listed below should be provided on published list.)

_____ Branch

_____ Bookmobile

Library Name _____

Mailing Address _____ - _____
street or p o box city zip code +zip extension

Street Address _____ - _____
(if different from above) street city zip code +zip extension

Phone _____
area code number extension

Telefax _____
area code number

Name of Librarian _____
first name last name

As part of a national program to collect data about public libraries, the U.S. Department of Education would like your best estimate of the size of the population served by each branch library and bookmobile.

This is an estimate of the service population of this branch or bookmobile. (Check one)

a. _____ Less than 1,000
b. _____ 1,000 - 2,499
c. _____ 2,500 - 4,999
d. _____ 5,000 - 9,999
e. _____ 10,000 - 24,999
f. _____ 25,000 - 49,000
g. _____ 50,000 - 99,999
h. _____ 100,000 - 249,000
i. _____ 250,000 - 499,999
j. _____ 500,000 or more

REGULAR SCHEDULE		SUMMER SCHEDULE	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
WEEKLY TOTAL		WEEKLY TOTAL	

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

ADMINISTRATIVE USE ONLY
DO NOT WRITE HERE

SYSTEM MEMBERSHIP APPLICATION FORM

Authorization to Apply for New or Continuing System Membership

LIBRARY NAME _____ CITY _____

This Authorization for application should be completed only for the following reasons:

- Your library is applying for new membership in the Texas Library System
- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY1997).

All signatures are necessary. Current members of the Texas Library System MUST obtain all necessary signatures if they wish to continue their System membership during SFY1997.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, THEN send the State Library all other pages **except this Authorization** and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 1995 is complete and accurate.

AUTHORIZATION

_____ _____

SIGNATURE of Mayor, City Manager, or County Judge, or School Superintendent (Circle applicable one)

Typewritten or printed name

_____ _____

SIGNATURE of Head Librarian

Typewritten or printed name

_____ _____

SIGNATURE of Library Board Chair

Typewritten or printed name

Attachment 6

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

MEMORANDUM

William D. Gooch
Director and Librarian

TO: Local Recipients of Texas State Library Grants

FROM: Sharon Conable, Grants Administrator
Library Development Division

DATE: January 4, 1995

SUBJECT: Property Inventory Procedures for Property Purchased Locally With Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g., sponsoring MRC, as the location. Then write "packet" next to location.

P.O. Box 12927 Austin, Texas 78711-2927 (512) 463-5460 FAX (512) 463-5436

It is perfectly allowable for a subgrantee to submit inventory information on another form, such as a locally computer-generated record. However, the subgrantee must continue submitting all date elements required on the attached form in order for the contract requirements to be met.

It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of new items as such under the column headed "Condition."

PROPERTY INVENTORY RECORD*

(Purchase price more than $300 00)

1 City or County _____

2 Form completion date _____

4 Contract Number _____
(as assigned by Texas State Library)

3 This inventory is for ☐Equipment/Furniture ☐Films ☐Videocassettes ☐Computer Software ☐Monographs ☐Other (please designate)

(Submit only one category of library material on each inventory form)

Glossary Term	Description	Manufacturer's Serial # or Other Unique ID#	Purchase Price	Purchase Date YY/MM/DD	Location of Property	Condition/ Status

B-65

Appendix B
Attachment 6

*All non-expendable personal property with a unit acquisition price of more than $300 00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, P O Box 12927, Capitol Station, Austin, Texas 78711 after purchase

Attachment 7

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Local Recipients of Texas State Library Grants (Excluding Systems)

FROM: Sharon Conable, Grants Administrator
Library Development Division

DATE: January 4, 1995

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds from the Texas State Library

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system,

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disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference, not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in, and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure Property Disposition Report Form

Appendix B

Attachment 7

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

MEMORANDUM

TO: Recipients of Texas State Library System Operations Grants

FROM: Sharon Conable, Grants Administrator
Library Development Division

DATE: January 4, 1995

SUBJECT: Disposition of Nonexpendable Personal Property Purchased With Grant Funds from the Texas State Library

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system,

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entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly, proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it without compensation to either state or federal government.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

1 City or County _____

2 Form completion date _____

3 Contract Number _____
(as assigned by Texas State Library)

Property Description	Manufacturer's Serial # or Other Unique ID #	Location of Property	Purchase Price	Purchase Date YY/MM/DD	Date of Sale	Sale Price	Disposition Description	Reimburse Due Texas State Library

B-71

1 Reimbursement checks for property purchased with federal and state funds should be made payable to the Texas State Library and forwarded to this agency unless the recipient is notified to deposit the check in a program income account for an ongoing Texas State Library Grant program. A copy of the Disposition Report must accompany the check.

2 If the property had a purchase price of less than $1000 per unit, or, if the property has no further use or value, no reimbursement is necessary.

3 For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or, (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value; or (c) transferred to another location if the Texas State Library exercises its right to transfer the property.

*These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas State Library.

Appendix B
Attachment 8

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the Federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to successfully carry out the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300 or more, and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library Contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the printouts listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending a printout by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This printout will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final or the audit report.

Appendix B
Attachment 8

Financial Status Report

By nine months from the date the guidelines are received, you should return one updated printout to the State Library. On this printout you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

  Follow character limitations mentioned elsewhere in these guidelines whenever possible.

  Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory printouts correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more that 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisitions cost in accordance with the regular accounting practices of the organizations purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received; however, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library listed a percentage on the printout, if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged printout that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-9) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and currently not being used for any grant-related purposes. However, it is being used for local library services.

5 Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6 Number 6 means the property item is missing.

7 Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8 Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

9 Number 9 means the property was stolen. Stolen items should be reported to the local police and a copy of the police report submitted to the State Library. Previously number 6 was used for both missing and stolen property.

When you return the completed printout to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If property is located in an office or unit not under the direct governance of the local library (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in, and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property is no longer needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable, and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, disadvantaged, or other grants should

be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Sharon Conable, Grants Administrator, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N. Property Management Standards is attached.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT
(System Operations Grants)

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the Federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to successfully carry out the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- coduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded property. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each property item;
- to verify the existence, current utilization, and continued need for grant-funded property; and
- to reconcile the property records against the audited expenditures for property.

Appendix B
Attachment 8

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300 or more, and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library Contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library the printout or diskette with the status and condition for each item indicated.

Specific Instructions

With these instructions, the Texas State Library is sending a printout by contract number which lists the inventory records you have filed with the state. For some systems, this information will be provided on a diskette. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This printout will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final Financial Status Report and/or the audit report for each grant.

By nine months from the date the guidelines are received, you should return to the State Library the printout or diskette. On this printout or diskette you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

- add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory printouts correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received; however, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the printout a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").
- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged printout that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-9) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.
2. Number 2 means that the property is in good condition. It is in working condition and currently in use exclusively for grant-related purposes.
3. Number 3 means that the property is in good condition. It is in working condition and currently being shared between the grant program and other local library services.
4. Number 4 means that the property is in good condition. It is in working condition and currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the biennial inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

9. Number 9 means the property was stolen. Stolen items should be reported to the local police and a copy of the police report submitted to the State Library. Previously number 6 was used for both missing and stolen property.

When you return the completed printout to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). It has also has been determined to helpful when conducting future inventories to indicate where in the MRC library the property is located (e.g., ILL Office). In the event property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in, and the cost of the new typewriter is $600 with trade-in, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the

highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as the property is needed to accomplish the purpose of the project. This provision applies even if the project is not currently supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it. The proceeds from the sale of property may be retained for local use with no further obligation to either state or federal government.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Sharon Conable, Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626.

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

Introduction

Since September 1973, the Texas State Library has made cash grants to local agencies of government with funds appropriated through the State Library Systems Act and Titles I and III of the Federal Library Services and Construction Act. These cash grants have frequently included budgetary authorization for the purchase of tangible personal property considered necessary to carry out successfully the purposes of the grant program. Under terms of the grant agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal property purchased in whole or part with state and federal grant funds, or program income derived from the use of grant funds;
- conduct a physical inventory for the property at the request of the State Library to determine the condition and location of the property;
- dispose of the property in accordance with instructions from the State Library;
- maintain inventory records which list and describe the property;
- ensure that a control system is in effect to guarantee adequate safeguards to prevent loss, damage, or theft of the personal property; and
- ensure that the property is kept in good condition and that the property is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local agencies which purchased grant-funded library materials. Specific objectives for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each item;
- to verify the existence, current utilization, and continued need for grant-funded materials; and
- to reconcile the property records against the audited expenditures for materials.

Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300 or more and a life expectancy of more than one year. This definition includes computer software, books, videocassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library Contracts #6 - #177 stipulated the former inventory and disposition practices are still binding on the local agencies.

Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the printouts listed below with the status and condition for each item clearly marked. You may return either list.

Specific Instructions

With these instructions, the Texas State Library is sending you two printouts of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A printout by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This printout will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Specific Instructions (continued)

- a printout arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library the printout by contract number. On this printout you should:

- correct any erroneous information;
- furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

- add new material inventory listings which might have been omitted from the inventory records on file at the State Library.
- Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory printouts correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the printout which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the printout a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged printout that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-9) for each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.

2. Number 2 means that the material is in good condition. It is in working condition and currently in use exclusively for grant-related purposes.

Specific Instructions (continued)

3. Number 3 means that the material is in good condition. It is in working condition and currently being shared between the grant program and other local library services.

4. Number 4 means that the material is in good condition. It is usable, but not currently being used for any grant-related purposes; however, it is being used for local library services.

5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing.

7. Number 7 means the material is stored (e.g., not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the material has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

9. Number 9 means the property was stolen. Stolen items should be reported to the local police and a copy of the police report submitted to the State Library. Previously number 6 was used for both missing and stolen property.

When you return the completed printout to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Specific Instructions (continued)

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Other Disposition-Briefly Describe If the material has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the material was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's printout already indicates a Number 6 under the Condition-Status column, then a police report is already on file with the State Library

Policy on Trade-Ins

Material may be exchanged for replacement material if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original item is traded in, the subgrantee should file with the State Library a Disposition Form and should note that the material is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference, not necessarily the trade-in value shown on an invoice."

Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need for the material to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the material to accomplish the purposes of the project, the recipient may use the material in connection with other library services, with priority being given to other federal or state supported library activities. When the material no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

Policy on Disposition (continued)

(1) The subgrantee may be permitted to retain title. If the material had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the material.

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for material, when available, and the amount included on the material inventory records. The grant recipient must account to the State Library for the variance. The State Library staff will evaluate whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for material in the audit and inventory records. If you have any questions, please contact Sharon Conable, Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N, Property Management Standards is attached.

Standard Form 269

Financial Status Report

(Long Form)

(Follow instructions on the back)

Appendix B
Attachment 9

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page of pages

3. Recipient Organization (Name and complete address, including ZIP code)

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accrual

8. Funding/Grant Period (See instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions	I Previously Reported	II This Period	III Cumulative
a. Total outlays			
b. Refunds, rebates, etc.			
c. Program income used in accordance with the deduction alternative			
d. Net outlays (Line a, less the sum of lines b and c)			
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			
f. Other Federal awards authorized to be used to match this award			
g. Program income used in accordance with the matching or cost sharing alternative			
h. All other recipient outlays not shown on lines e, f, or g			
i. Total recipient share of net outlays (Sum of lines e, f, g, and h)			
j. Federal share of net outlays (line d less line i)			
k. Total unliquidated obligations			
l. Recipient's share of of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total federal share (sum of lines j and m)			
o. Total federal funds authorized for this funding period			
p. Unobligated balance of federal funds (Line o minus line n)			
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized (sum of lines q, r and s)			

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.	
Typed or Printed Name and Title	Telephone (Area code, number and extension)
Signature of Authorized Certifying Official	Date Report Submitted

Previous Editions not usable

Standard Form 269 (REV 4-88)

BEST COPY AVAILABLE

Attachment 10

MONITORING GUIDE: GENERAL POLICIES

The focus of onsite monitoring of a library system will be on performance. Specifically:

1. How effective is the system in setting and meeting its performance objectives?
2. How effective is the system program in meeting the needs of the membership?
3. How efficient is the system operation in carrying out the annual plan of service at a reasonable cost per unit of service?
4. How effective is the system in evaluating current services, and in planning for the changing needs of the membership?
5. How effective is the management of the system grant in such specific areas as accounting and auditing, property inventory, and contract oversight?

During the monitoring visits, the Texas State Library will meet with the following persons on an individual basis:

1. The Major Resource Center (MRC) director
2. The MRC assistant director, if that person is directly involved/and or charged with system responsibilities
3. The library's business manager or fiscal officer, if a fiscal review is regarded as necessary
4. The system coordinator
5. System Advisory Council members, whenever possible
6. Selected system member directors

Performance data will be derived from the system Standardized Report Forms and Local/System Objectives Forms which are submitted monthly to the State Library. Other source material will be annual and biennial system plans of service, biannual evaluation reports, and Financial Status Reports.

State Library staff will visit two or three system member libraries of various sizes and will discuss with the library directors their reactions to the services they have received.

A financial management review will be conducted if there have been problems with the fiscal management of grant funds.

Two weeks following the onsite interviews, the State Library staff will prepare a written report, which will be sent to the MRC director, the system coordinator and the system advisory council chair. The report will be available for others upon request.

221

DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office distributes copies of all annual and long-range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program, and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, *Texas Libraries*. Articles in the Library Development Division's publication, *Library Developments*, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, Library Services and Construction Act Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in *Texas Libraries*, program descriptions published in the newsletters of the ten systems, and articles in *Library Developments*.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in *Texas Libraries*.

Regular meetings of system personnel are sponsored by the State Library to ensure that system coordinators and other system staff have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the project through this division's publication program.

COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Texas State Library shares the LSCA Annual Program and Long Range Plan with institutions of higher education and public schools through the Governor's Office of Planning and Budget, which sends copies of both documents to the Texas Education Agency, the Coordinating Board of the Texas College and University System, and various other state agencies with educational responsibilities. Thus, these agencies are both informed of areas of mutual concern and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf and Hearing Impaired, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several multitype cooperative projects, one of which involves the OCLC database. This database is the backbone of the TexNet interlibrary loan network, which is funded by the State Library and is open to public, special, and academic libraries. The State Library reimburses academic library for net loans made over OCLC to all types of Texas libraries. Funding is also provided to maintain the Texas Union List of Serials, which reflects the holdings of about 100 public, academic and special libraries. The Texas State Library supports and staffs a Library Science Collection for statewide usage by any interested persons; specialized consulting is provided upon request to public, academic, school, and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long-range planning by the state.

The agency facilitates, coordinates, and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audiovisual program consultation and training are available to all public, academic, and institutional libraries. Studies are proposed on incorporating new technologies and conducting pilot projects to enhance interlibrary loan activity and information networks among public, academic, and special libraries.

While support for Title III multitype cooperation projects is subject to the level of state and federal funds, recent examples include:

-- development and expansion of a machine-readable database of the holdings of public, school and academic libraries in the Amarillo area.

-- development of a central bibliographic database with on-line access at each participating library in Plano.

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson.

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston.

-- production of union lists of serials for libraries in the Abilene area, the Houston area, the San Antonio area, the Victoria area, the East Texas region, and the West Texas region.

-- initiation of a multitype library automation project with El Paso Community College District and El Paso Public Library.

-- resource sharing through a joint on-line automated library system for four libraries - Grayson County College, Denison Public Library, Austin College, and Sherman Public Library.

-- development of a union list of federal and state government serial publications held by the Texas State Library.

-- enhancement of the Harrington Library Consortium's automated network to improve access for patrons and staff of nineteen (19) public, school, and academic libraries in the Panhandle region.

-- conversion of bibliographic holdings of sixteen (16) school and public libraries to machine-readable form and creation of a union catalog on optical disk to facilitate resource sharing in Brazoria County.

-- production of a union catalog from the records of five (5) public and academic library members of the Association for Higher Education of North Texas.

-- creation of a union catalog on CD-ROM of the holdings of thirty-one (31) public, academic, school, and hospital libraries in the South Texas area.

-- creation of a union catalog on CD-ROM of the holdings of five (5) public and school libraries in the Brownfield area.

-- electronically linking the automated systems of the Plano Public Library System and of Collin County Community College, allowing patrons on-line access to the holdings and availability status of both collections.

-- enhancement of Abilene Library Consortium's automated network serving one major public library and three academic libraries through the addition of acquisitions, serials control, material booking, and report generation subsystems.

-- filming, indexing, and distribution on microfiche of approximately 20,000 pages of loose historical records held by seven (7) libraries and museums in the Lower Rio Grande Valley.

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

The State Library has legal authority "to aid and encourage the development of and cooperation among all types of libraries." Groups of professional librarians, including the Texas Library Association, have worked to designate the State Library as the planning agency for a statewide multitype library system. This status would not conflict with the authority of the Texas Education Agency and the Coordinating Board, Texas College and University System.

POLICIES AND PROCEDURES: ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan and the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects for which there are identified need and which are approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state, in addition to including various sub-projects, in some cases, which specifically target disadvantaged persons.

Title I funds may be made available on a discretionary basis to fund projects involving automated resource sharing between two or more nearby public libraries, in accordance with the objectives stated in Automation and Resource Sharing Plan (Appendix A). If the grant program is expected to be offered during the period covered by this plan, the evaluation criteria used by the LSCA Advisory Council will be found in the Annual Program under "Project Partners Guidelines."

Title I funds may also be made available on a discretionary basis to fund public library projects which develop library services to meet the needs of and to encourage library use by identified clientele, such as, older adults, people with disabilities, people with limited English proficiency, and those requiring special literacy assistance.

To choose which of many applications to fund, the Library Services and Construction Act Advisory Council will score proposals on nine components which the Council and State Library staff believe are key factors in developing local programs which successfully expand library services to people who are not currently using the library. The maximum number of points for each category is indicated.

Community Profile (15 points)	The applicant describes the community which the library serves and describes the segments of that community which it is not serving; identifies a service that the non-users might use if it were available; and includes demographic, statistics, library records, or surveys to support these statements..
New Services (15 points)	The applicant describes thoroughly services, programs, activities, and material to be purchased; describes the location where they will be offered; and explains how these services will attract new library users.

Personnel (5 points)	The applicant describes who will administer the grant funds and who will provide the services; how much time they will spend on their assigned duties; and how their qualifications relate to their job duties.
Timetable (5 points)	The applicant presents a timetable for project activities within the fiscal year (i.e., a list of actions with a date by which they will be accomplished); provides verification that facilities will be available, equipment and materials delivered; and explanation of how the staff will be hired and trained in time to carry out the services as planned.
Objectives (10 points)	The applicant sets achievable, measurable outcomes; describes how the outcomes will demonstrate expanded library services; and presents a reasonable method to collect data.
Reaching the Hard-to-Reach (10 points)	The applicant submits a plan for introducing the new library services to traditionally hard-to-reach nonusers; the plan uses a variety of communication techniques, and includes personal and verbal communication.
Expenses Justified (15 points)	The applicant fully justifies the budget by describing how budget items will contribute to the new services; quotes a source for the stated cost (e.g., city pay classification for staff, catalog or city/county bid list for equipment); the cost seems reasonable to achieve project objectives.
Adequacy of Resources (15 points)	The applicant describes the local resources which will be used to support this expansion of services during the grant year; submits estimated costs for continuing the expanded services next year, with a plan for how the library will assume those costs in the future. A written commitment of future support from the governing body is desirable, but not required.
Evaluation (10 points)	The applicant presents a method to count how many of the users of the new services are former nonusers. If the project proposes to educate individuals, the applicant describes educational outcomes and how they will be measured.

Administrative Policies Title I

(1) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1 through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(3) Established public libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment grants must meet the criteria for membership as established in the *Rules for Administering the Library Systems Act*.

(4) A factor in the determination of grant awards will be the performance of the applicant on past state-funded, Title I, Title II, and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

POLICIES AND PROCEDURES: ALLOCATION OF TITLE II FUNDS

As set forth in the *Texas Basic State Plan*, the Texas State Library will award grants for construction of public library facilities in years in which Library Services and Construction Act, Title II funds have been appropriated.

Preapplications for **Title II Major Construction Projects** grants will be rated according to a system which awards points based on four criteria. These criteria are:

A. Whether the proposed facility will serve an unserved or recently unserved county;

B. The type of construction project proposed;

C. The relative need for additional space according to the Texas State Library's standard for Texas Public Libraries; and;

D. The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication submittal.

The rating system is as follows:

1. UNSERVED COUNTY - 10 points.

   Points are awarded if the construction is in a county presently without public library service, or in a county which has established public library service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A. Construction, purchase or conversion of an existing building for a central facility.	25 points
B. Addition to an existing central library facility.	20 points
C. Construction, purchase, conversion or addition to a branch library facility	15 points
D. Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 points maximum.

   Points are awarded by comparing the gross square footage of existing library facilties (public main and branchges, and school district, as applicable) to the standard found in E:2., Space Needs of the Guidelines. This formula is used to calculate points:

$$\text{Points} = \frac{100 - \text{Percent of Standard}}{2}$$

4. FUNDING AVAILABLE - 50 points maximum.

Points are earend based on the percentage of the project's total estimated cost to be paid for with local funds that is available at the time of preapplication. Points are assigned by using this formula:

$$\text{Points} = \frac{\text{Percent of local funding available}}{2}$$

Staff recommendations to the State Library and Archives Commission for Title II funding will consist of the highest ranked preapplications, up to the total funds available. Applicants have the right to appeal staff recommendations.

Preapplications for **Title II Disability Access Remodeling Projects** grants will be rated according to a similar, but not identical, system which awards points based on four criteria -- Project Planning, Funding Available, Space Needs, and Size of Library. For a more complete explanation please refer to the Title II Disability Access Remodeling Guidelines found in the Annual Program.

Administrative Policies Title II

(1) Applicants must show a match at least equal to the amount of the grant they are requesting. Project costs may include in-kind contributions, if applicants can furnish adequate documentation for computing the cost in accordance with the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*. However, projects with a cash match will receive higher funding priority.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to 34 CFR 80 *(Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered program - LSCA Implementing Regulations).

(3) A Title II grant will not be awarded to libraries which evidenced poor performance on prior state-funded, Title I, Title II or Title III projects, as measured by timely and complete adherence to all fiscal and programmatic requirements.

(4) Established libraries submitting applications for funding must be qualified as members in the Texas Library System.

(5) Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

POLICIES AND PROCEDURES: ALLOCATION OF TITLE III FUNDS

Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries. This program is subject to the level of state and federal funding.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.

OBJECTIVE 1: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.

2. Foster and facilitate low cost communications between and among libraries and other information facilities within the state.

3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.

4. Plan and carry out programs to inform potential users of the services of the network.

5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

1. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

2. Provide startup funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate low cost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation.

If the grant program is expected to be offered during the period covered by this plan, the evaluation criteria used by the LSCA Advisory Council will be found in the Annual Program under "Interlibrary Cooperation Program Guidelines."

ADMINISTRATIVE POLICIES FOR TITLE III

(1) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(2) A factor in the determination of grant awards will be the performance of the applicant on past state-funded, Title I, Title II, and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

(3) Public libraries participating in Title III projects must be qualified as members in the Texas Library System.